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CSS

**OPERATING
PROCEDURE**

REPORTS CONTROL HANDBOOK

FOR CSS OFFICES AND ASC STATE AND INSULAR OFFICES

REFER TO THIS HANDBOOK AS

9-DS

UNITED STATES DEPARTMENT OF AGRICULTURE
Commodity Stabilization Service, Washington D. C.

United States
Department of
Agriculture

National Agricultural Library

UPON RECEIPT

1. Check for completeness of handbook and amendments.
2. Read and act on amendments immediately.
3. Examine and act on amendments and text.
4. Follow instructions for removing replaced pages from the handbook and inserting new pages.
5. File amendments by amendment number, and retain for as long as needed.
6. When retention of removed pages is desired, or is indicated by the page control chart, staple and file them with the amendment that directs their removal.

PAGE AND PARAGRAPH NUMBERING

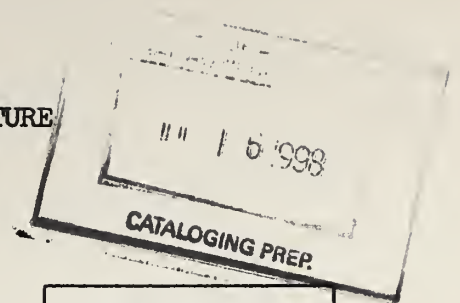
The pages and paragraphs of this handbook are numbered in straight sequence. When it is necessary to insert new pages or paragraphs the new pages or paragraphs will be numbered by a decimal system. For example, a paragraph (or page) to be inserted between 26 and 27 will ordinarily be designated 26.5. This permits further decimal insertions on either side of 26.5.

KEEP THIS HANDBOOK UP TO DATE

It is extremely important that you keep this handbook complete and up to date. Remove and insert pages promptly when prescribed by handbook amendments. There is no secret of writing, indexing, or other action that can undo or offset the failure of handbook users to keep their handbook current. The only good handbook is a complete and current handbook!

READ YOUR HANDBOOK - DISCUSS AMENDMENTS

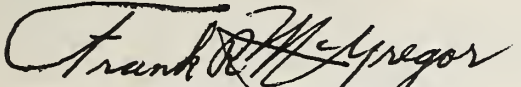
UNITED STATES DEPARTMENT OF AGRICULTURE
Commodity Stabilization Service
Washington 25, D. C.

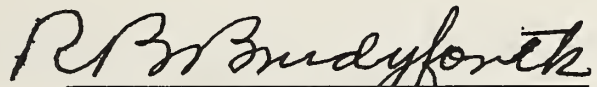


REPORTS CONTROL HANDBOOK (9-DS)

AMENDMENT - 1

APPROVED:


Deputy Administrator,
Operations


Acting Deputy Administrator,
Production Adjustment

1. PURPOSE.

This amendment transmits a complete revision of the Reports Control Handbook, formerly numbered 11-AS. Since it is renumbered as Handbook 9-DS, this issuance is NOT designated as Revision 1.

2. OBSOLETE HANDBOOK.

The Reports Control Handbook, 11-AS, dated 6-28-57 is obsolete and may be disposed of.

3. CHANGES.

A. Text. There are no changes in reports control requirements. Text paragraphs have been rearranged and revised editorially to provide easier reading.

B. Exhibits. Various changes and deletions in individual report requirements are incorporated in the exhibits. Only the added reports or significant changes in previously required reports are asterisked. Deleted reports are not asterisked, but are no longer required if not listed herein.



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REPORTS CONTROL HANDBOOK (9-DS)

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| EXHIBIT 1. - Reports Required or Prepared by Washington Divisions and Offices: | |
| A. Office of the Administrator | |
| B. Office of Deputy Administrator for Operations | |
| C. Office of Deputy Administrator for Price Support | |
| D. Office of Deputy Administrator for Production Adjustment | |
| E. Administrative Services Division | |
| F. Agricultural Conservation Programs Service | |
| *--G. Barter and Stockpiling Division | |
| H. Budget Division | |
| I. Compliance and Investigation Division | |
| J. Cotton Division | |
| K. Disaster Livestock Feed Staff | |
| L. Fiscal Division | |
| M. Food and Materials Requirements Division | |
| N. Fruit and Vegetable Division - AMS | |
| O. General Sales Manager | |
| P. Grain Division | |
| Q. Information Division | |
| R. Internal Audit Division | |
| S. Livestock and Dairy Division | |
| T. Oils and Peanut Division | |
| U. Personnel Management Division | |
| V. Soil Bank Division | |
| W. Sugar Division | |
| X. Tobacco Division | |
| Y. Transportation and Storage Services Division--* | |

REPORTS CONTROL HANDBOOK (9-DS)

EXHIBIT 2 - Recurring Reports Required by Washington of ASC State
and/or Insular Offices

EXHIBIT 3 - Recurring Reports Required by Washington of CSS Commodity
Offices

PART 1: PURPOSE AND DEFINITIONS

1. PURPOSE.

This handbook describes the types of reports which require the approval of the CSS Reports Control Officer, Directives Systems Analysis Division, and establishes procedure for obtaining such approval. The exhibits contain lists of all approved current reports.

2. DEFINITIONS OF TERMS.

A. Report. Any written presentation of data in tabular, graphic, or narrative form.

B. Prepared Report. A report prepared by a Washington division at the request of other Department or Government agencies.

C. Required Report. A report required from sources outside the initiating division (from other divisions, division field offices, ASC State offices, and CSS commodity offices).

D. Recurring Report. A report which is required periodically (annually, quarterly, monthly, weekly, daily, etc.) or which is required at irregular intervals, dependent upon the occurrence of an event or situation.

E. Special or One-Time Report. A report which is required only once.

F. Revised Report. An altered version which corrects or changes the expression or presentation, but to a major extent preserves the substance of an existing report.

G. Division. Means divisions, offices, or any other organizational units in Washington.

PART 2. REPORTS CONTROL

3. REPORTS REQUIRING APPROVAL.

Approval of the Reports Control Officer is required for all recurring reports prepared or required, except as exempted in paragraph 4 below. This includes revised reports (see par. 2F) and any parts of instructions dealing with the initiation, preparation, and handling of reports which require approval. Refer

any questions as to whether a specific report requires approval to the Reports Control Officer. In case of a controversy as to whether a proposed report is needed, the Reports Control Officer will call upon representatives of the deputy administrators for assistance in resolving the controversy.

4. REPORTS EXEMPT FROM APPROVAL BY REPORTS CONTROL OFFICER.

- A. Individual Inquiries. A reply to a specific inquiry.
- B. Classified Materials. Top secret, secret, and confidential reports, whether prepared or required by a Washington division.
- C. Special or One-Time Reports. Requests for special or one-time reports to obtain information (1) required to answer a specific inquiry, or (2) needed in connection with the performance of a routine operation or operating problem.
- D. Reports Prepared in Washington Division. All such reports which are distributed only within the Washington office of the preparing divisions (including, where requested, copies to the Administrator).
- E. Reproduced Reports. Reproductions of reports received from outside CSS, or reproductions of reports from within CSS if such reports have been previously approved by the Reports Control Officer.
- F. Audits, Investigations, Surveys, etc. Official reports of audit, investigations, and similar types of reports.
- G. Reports Between Field Offices. Reports required by directives from Washington to be submitted from one CSS field office to another.

5. FACTORS GOVERNING APPROVAL.

The review made by the Reports Control Officer will be directed primarily to the following factors:

- A. Purpose of, and necessity for, the report.
- B. Adequacy of data for the purpose intended.
- C. Usability of information available from the report.
- D. Consideration of needs of all interested divisions.

E. Preciseness and clarity of reporting forms and covering procedure.

F. Duplication of information in other reports.

G. Will the report eliminate the need for or permit the simplification of some other report?

H. If applicable, what specific procedure, legislation, other authority, or instruction from another organization requires the report?

I. Frequency of preparation.

J. Offices submitting the report.

K. If the report is to be received by telegram, teletype, or airmail, why is it necessary to use such method?

6. REPORTS REQUIRING BUREAU OF THE BUDGET APPROVAL.

For reports to be submitted to the Bureau of the Budget for approval, prepare Standard Form 83, Request for Clearance of Forms and Reporting and Recordkeeping Requirements, for submission to the Bureau of the Budget in accordance with paragraph 7 of Handbook 3-AS (to be renumbered as 7-DS).

7. TIMES OF SUBMISSION TO REPORTS CONTROL OFFICER.

A. Submit reports requested in CSS to the Reports Control Officer for consideration prior to clearance by the final CSS approving official.

B. Submit reports requested by other departments or agencies to the Reports Control Officer for consideration prior to preparation of the final draft.

C. Route reporting forms requiring approval by the Bureau of the Budget through the Forms Management Branch, Directives Systems Analysis Division, to the Reports Control Officer.

8. NOTICE OF APPROVAL.

It is important that the issuance, or any other communication which requires a report, contain notification as to the assigned reports control number, in the following form:

"Report has been approved by the Reports Control Officer and assigned Reports Control No. _____."

At the time of approval, the Reports Control Officer will insert the assigned control number in the space provided. In the case of formal CSS instructions, the Form CSS-415, Request for Approval of Issuance, shall provide for approval by the Reports Control Officer. Approval of the Reports Control Officer shall also be secured on other forms of request for submission of a report.

9. NOTIFICATION OF UNAPPROVED REPORTS.

Where divisions and field offices receive requests for recurring reports which do not show the reports control number, the appropriate deputy administrator shall be promptly informed.

10. NUMBERING SYSTEM.

Each report control number will consist of the following:

- A. The division identification symbol prescribed in Handbook 1-AO.
- B. The number assigned to the report.
- C. The letter "R" if the report is required by a Washington division or office.
- D. The letter "P" if the report is prepared by a Washington division or office.

11. DISCONTINUANCE OF REPORTS.

When a Washington division discontinues the requirement for any report previously approved by the Reports Control Officer, a copy of a notice of discontinuance shall be forwarded promptly to the Reports Control Officer. The Reports Control Officer shall also be notified when any problems arise in connection with the discontinuance of a report required by several divisions.

REPORTS CONTROL HANDBOOK

EXHIBIT 1-A

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

OFFICE OF THE ADMINISTRATOR

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|---|--|-----------|--------------------------------------|
| ADM-3R | Weekly Wire Report on Commodity Inventories Estimates | FI; Commodity Divisions and Commodity Offices | Weekly | 739-1; 732 (Tung Oil 1954) -1. |

(1)

(1)

(1)

REPORTS CONTROL HANDBOOK

EXHIBIT 1-B

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

OFFICE OF DEPUTY ADMINISTRATOR FOR OPERATIONS

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|--|---|-----------|--|
| DAO-1R | Quarterly Inventory and Location Report on Specified CCC- Owned Commodities | Commodity Offices with Inventories of specified Commodities | Quarterly | DAO Memo 5-12-55 DAO Wire 9-22-55 |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-C

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

OFFICE OF DEPUTY ADMINISTRATOR FOR PRICE SUPPORT

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|---------------------------------|--|---------------------|---|-------------|
| AACO-3R | Preliminary Notice of Completion of Requisition | Commodity Divisions | Irregular | |
| AACO-4R | Requisition and/or Contract Summary, Comm. Cred. Corp. - 207 | FI | Completion of Contract and/or Requisition | |
| DAPS-11R | Export Clearances Report | Commodity Divisions | Monthly | *--739-5--* |
| *--DAPS-12R (Formerly TW-2R) | Report of Liftings | Commodity Offices | Irregular | 4-PS--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-D

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

OFFICE OF DEPUTY ADMINISTRATOR FOR PRODUCTION ADJUSTMENT

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|----------------|-------------------------------|--------------|
| DAPA-1R | Report of Marketing Review Cases | State Offices | Annually | 2-PA |
| DAPA-2R | Acreage Performance Progress Report | State Offices | Semi-monthly | 1-PP |
| DAPA-5R | ASC County Committees | State Offices | Annually | 1-CA, Part 1 |
| DAPA-15R | State Summary of Marketing Quota Referendum Ballots, MQ-8, and Number of Eligible Voters | State Offices | Completion of Referenda. | 1-PA |
| DAPA-17R | Premeasurement Progress Report | State Offices | Semi-monthly | 3-PP |
| *--DAPA-18R | Report on General Review of County Offices | State Offices | Annually - Part Semi-annually | 1-SA |
| DAPA-19R | Consolidated Report on General Review of County Offices | Area Directors | Annually | 1-SA |

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REPORTS CONTROL HANDBOOK

EXHIBIT 1-E

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

ADMINISTRATIVE SERVICES DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|---|---------------------|----------------------------|
| AS-1R | Annual Motor Vehicle Report SF-82 and SF-82a, | Denver AS Field Office | Annually | *--9-AS--* |
| AS-2P | Annual Motor Vehicle Report SF-82 and SF-82a. | AS | Annually | 1-AR-850-852 |
| AS-13R | Estimates for Departmental Envelopes for FY 19__ | Denver AS Field Office & Wash. Area Field Offices | Annually | Requested each year by AS |
| AS-14P | Estimates for Departmental Envelopes for FY 19__ | AS | Annually | Requested each year by P&O |
| AS-15P | Contract Printing Report, JCP Form 2-Rev. | AS | *--Semi-Annually--* | 3-AR-205 |
| AS-16R | Quarterly Report on Disposal of Surplus Personal Property, AD-227 | Denver AS Field Office and Commodity Offices *--except Cincinnati--* | Quarterly | *--9-AS--* |
| AS-17P | Quarterly Report on Disposal of Surplus Personal Property, AD-227 | AS | Quarterly | 5-AR-627 |
| AS-20R | Disposition of Excess Property in Foreign Countries | Denver AS Field Office | Annually | 5-AR-626e2 |
| AS-21P | Disposition of Excess Property in Foreign Countries | AS | Annually | 5-AR-626e2 |
| AS-22P | Agency Space Report, SF-111 | AS | Bimonthly | *--4-AR-161a--* |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

ADMINISTRATIVE SERVICES DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|---|---------------|-----------------|
| AS-23R | Report of Space Use, SF-123 | Denver AS Field Office & Wash. Area Field Offices. | Annually | *--9-AS--* |
| AS-24P | Report of Space Use, SF-123 | AS | Annually | *--4-AR-161b--* |
| AS-25R | Report on Procurement by Executive Agencies, SF-37 | Denver AS Field Office & Commodity Offices | Semi-annually | *--9-AS--* |
| AS-26P | Report on Procurement by Executive Agencies, SF-37 | AS | Semi-annually | 5-AR-142 |
| AS-29R | Annual Report of Records Holdings CSS-392 | All Washington and Field Offices | Annually | 2-AS |
| AS-30P | Annual Report of Records Holdings, SF-136 | AS | Annually | 4-AR-346 |
| AS-36R | Report of Man-Months and Obligations, CSS-633 | Denver AS Field Office | Monthly | AS Memo |
| AS-39R | Vehicle Operating Report AD-187A | Field Offices, *--except Commodity offices--* | Monthly | *--9-AS--* |
| AS-40P | List of Scheduled Meetings to be Attended by Representatives of CSS | AS | Weekly | 116-2 |
| AS-44R | *--Penalty Indicia Acquisition and Production Report, CSS-78--* | Wash. Divs., Denver AS Field Office, State and Commodity Offices. | Quarterly | *--5-AS--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-E

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

ADMINISTRATIVE SERVICES DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|--|------------------|--|
| AS-47P | *--Statement of Matter Acquired Bearing Penalty Indicia, AD-299--* | AS | *--Annually | 1-AR-427--* |
| AS-51R | Contract Printing Report, JCP Form 2, Rev. | All Field Offices | *--Semi-annually | 9-AS--* |
| AS-52R | Report on Issuance of FCDA Identification Cards and Vehicle Markers | Commodity Offices; *--Designated State Offices--* | Semi-annually | DAO Memo 6-3-55 *--DAPA Memo 5-20-58--* |
| AS-53P | Report on Issuance of FCDA Identification Cards and Vehicle Markers | AS | Semi-annually | Dept. Office of Personnel Memo 5-4-55 |
| AS-56R | Annual Newspaper Procurement Report | Denver AS Field Office and Commodity Offices | Annually | *--9-AS--* |
| AS-57P | Annual Newspaper Procurement Report | AS | Annually | 3-AR-420 |
| *--AS-61R | Report of Unanswered Jacketed Correspondence | Washington Divisions and Offices | Weekly | 6-AS |
| AS-62P | Annual Report of Real Property Leased to U. S. Government (GSA-1166A) | AS | Annually | P&O Memo No. 16 (Rev.), Supp.3 |
| AS-63P | Annual Report of Real Property Owned by U.S. Government (GSA-1166). | AS | Annually | P&O Memo No. 16 (Rev.) Supp.3--* |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

ADMINISTRATIVE SERVICES DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|-------------------|-----------|-----------------------------|
| *--AS-64P | Summary of Number of Installations Owned by U. S. Government (GSA-1209) | AS | Annually | GSA Circular No. 80, Rev. 3 |
| AS-65P | Comparative Summary of Properties Leased to U. S. Government (GSA-1209A) | AS | Annually | GSA Circular No. 80, Rev. 3 |
| AS-66P | General Purpose and Other Space Managed by GSA (GSA-1357) | AS | Annually | P&O Memo No. 34 |
| AS-67P | Report of Surplus Real Property Disposals and Inventory (GSA-1100) | AS | Quarterly | P&O Memo No. 20, Supp. 1 |
| AS-68P | Annual Report of Records and Inventory of Agency Books | AS | Annually | 2AR37c |
| AS-69R | Leased Wire Traffic Report | Commodity Offices | Weekly | DAO Memo 12-16-58--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-F

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

AGRICULTURAL CONSERVATION PROGRAMS SERVICE

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|---|---------------|-----------|-----------------------------|
| ACP-12R | Annual Statistical Report of the Agricultural Conserva- tion Program, ACP-221, 223,-224,-233,-238,241 | State Offices | Annually | Part 8, ACPS Handbook |
| ACP-17R | Application for Payment Progress Report, ACP-216 | State Offices | Monthly | 1069(55)-2; |
| *--ACP-18R | Reports of Emergency F-4 Practices - 19__ - ACP | State Offices | Annually | Notice ACP- 339--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-G

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

BARTER AND STOCKPILING DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|---|----------------------|---------------------------------------|-----------|
| *--BA-IR | Reports of Sales Made Against Barter Contracts | Commodity Offices | Daily as Sales Occur | 1-BA |
| BA-2R | Reports of Completion of Deliveries Against Barter Contracts | Commodity Offices | Completion of Delivery | 1-BA |
| BA-3R | Reports of Exports to Approved Countries Under Barter Contracts | Commodity Offices | Receipt of Proof of Exportation | 1-BA--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-H

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

BUDGET DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|--|---------------------|-----------------------|
| BU-1R | Operating Budget Report, CSS-193, CSS-194, CSS-194-1, CSS-194-1A, Personal Services Overhead | Wash. Divisions and Offices; Commodity Offices | Annually and Varies | 1-BU; 2-BU |
| BU-3R | Special, Trust and General Fund Receipts Recorded in the Administrative Fiscal and Fiscal Control Div., CSS Commodity and ASC State Offices by Division | FI | Annually | Memo 4-28-50 |
| BU-4R | *--Summary of Expenditures ASC County Committees, CSS-498--* | State Offices | *--Quarterly--* | 3-BU |
| BU-6R | Budget Estimate and operating Budget, CSS-544, -544B, 140, 492, 614, Personal Services Overhead | State & Insular Offices | Annually | 3-BU |
| BU-7R | Reconciliation of CSS-498 with Section 388 Allotment Ledger | State Offices | Annually | 3-BU |
| BU-9P | Comparison of Apportionments and Obligations, AD-82 | BU | Monthly | 6-AR-379 |
| BU-10P | Apportionment Schedule, SF-131 | BU | Annually | Budget-Treas. Reg. #1 |
| BU-11P | Reapportionment Schedule SF-132 | BU | Varies | Budget-Treas. Reg. #1 |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

BUDGET DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|--|-----------------|-------------------------|
| BU-12P | Apportionment Schedule for Corporations and Enterprises, SF-141 | BU | Annually | Budget-Treas. Reg. #1 |
| BU-13P | Reapportionment Schedules for Corporations and Enterprises, SF-142 | BU | Varies | Budget-Treas. Reg. #1 |
| BU-18R | Work Status Report, CSS-612 | Commodity Offices | Monthly | 2-BU |
| BU-19R | Statement of Earnings on Billed Deliveries for Supply Operations (Carbon Copy) | FI | *--Quarterly--* | Memo 1-14-58 |
| BU-29R | Quarterly Report of Special Deposit-Account 12F5748 | FI | Quarterly | Memo |
| BU-33R | Annual Travel Report | FI | Annually | 239-6 & 6-AR-391 |
| BU-35R | Report on Visits of Investigators | Wash. Divisions & Offices, State & Commodity Offs. | Irregular | 1-BU; 2-BU; 3-BU |
| BU-41R | Cumulative Report of Marketing Quota Penalties Status | FI | Semiannually | Memo |
| BU-43R | Monthly Summary of Allotment Transactions by States, Conservation and Use Appropriation | FI | Monthly | Fiscal Memo 4-25-51 |
| BU-44R | Monthly Summary of Allotment Transactions by States, Sugar Act Funds, CSS-581 | FI | *--Monthly--* | Fiscal Memo. 4-25-51 |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-H

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

BUDGET DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|-------------------------------------|-----------|-------------------|
| BU-52R | Report of Activity by Fund CSS-633-1 | Wash. Divisions & Commodity Offices | Quarterly | 71-FI |
| BU-59R | Analysis of Program Cost Report | FI | Monthly | |
| BU-66R | Forms and Methods Used in Establishing County Office Allocations and Operating Budgets and Analyzing County Expenditures | State Offices | Annually | 3-BU |
| BU-68R | ASC State, Insular, & County Office Workload | State Offices | Quarterly | 3-BU |
| BU-84R | Estimated Fund Requirement for Coming Year | Wash. Divisions and Offices | Annually | 1-BU |
| BU-88R | Estimates of Commodity Volume, Workload, Personal Services and Obligations, and Employment and Obligations Plans, Schedules A, B, C, D, E, and F | Commodity Offs. | Annually | 2-BU |
| BU-90R | Report on Communication Costs | FI | Annually | BU Memo 6-4-56 |
| BU-91P | Acquisition of Passenger Carrying Vehicles | BU | Quarterly | 6AR392 |
| *--BU-93R | Report on Federal Personnel Paid From Sec. 388 & Other Funds | State Offices | Monthly | 3-BU |

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

BUDGET DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|---------------------------|--------------------------------------|---------------------------------|
| *--BU-95P | Quantity and Inventory Value of Commodities on Hand Which Have Not Been Offered for Sale in World Trade on a Competitive Basis, and Storage Charges on All Commodities Which Have Been Held By CCC For More Than 18 Months | Budget Division | Semiannually | House Report 303, 84th Congress |
| BU-96R | Determination of Agricultural Conservation Program Expenditures | State and Insular Offices | Annually | 3-BU |
| BU-97R | Forecast of ASC County Office Employment | State and Insular Offices | Annually (Revisions as Necessary) | 3-BU |
| BU-98P | Report of Employment by Major Programs | BU | Monthly | OP Memo 8-29-57 |
| BU-99P | Quarterly Report of Estimated Employment | BU | Quarterly | SEC. Memo 1418--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-I

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

COMPLIANCE AND INVESTIGATION DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|--|---------------------|-----------|-----------------|
| CI-1R | Narrative Report | CI Field Offices | Monthly | Memo 11-6-50 |
| CI-2R | Report of Man-Months and Obligations, CSS-633 | CI Field Offices | Monthly | Memo 1-15-51 |
| CI-3R | Progress Report on Administrative Action Concerning Investi- gation Reports | CI Field Offices | Irregular | 150-1 |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-J

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

COTTON DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|--|---|-----------|------------------------------------|
| CN-14R | Annual Carryover Report | New Orleans Commodity Office | Annually | Annual Memo |
| CN-17R | Weekly Report of Cotton Loans and Repayments | New Orleans Commodity Office | Weekly | Memo 8-21-53 |
| CN-28R | Report of Cottonseed Purchase Program, Cottonseed Purchase Form 6 | State Offices | Weekly | 10-CN |
| CN-49R | List of Approved Lending Agencies | New Orleans Commodity Office | Varies | 7-CN |
| CN-50R | List of Approved Cotton Warehouses | New Orleans Commodity Office | Varies | *--12-CN--* |
| CN-76R | Report on Marketing Quota Violations - Cotton (MQ-106) | State Offices | Quarterly | 5-CN 6-CN |
| CN-81R | Report of Cotton Registered for Export Under P. L. 480 | New Orleans Commodity Office | Weekly | CN Memo 6-29-55 |
| CN-89R | Forms Requirements Report ____ Year | State Offices | Annually | 5-CN 6-CN |
| CN-91R | Spinnable Cotton Waste (Class A) Registered | N. Y. Cotton Products Export | Monthly | DAO Memo 8-15-56 |
| CN-92R | Cotton Products Exported | N. Y. Cotton Products Export Office | Monthly | DAO Memo 8-15-56 |
| CN-93R | State Summary of 19__ County Allotment History Acreage | State Offices | Annually | 1-CN(59); 2-CN(58); 3-CN(59) |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

COTTON DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|--|--------------------|------------------------------------|
| CN-96R | State Summary of 19__ Cotton Allotments | State Offices | Annually | 1-CN(59); 2-CN(58); 3-CN(59) |
| *--CN-97R | 19__ County Cotton Acreage Summary Reports for AMS | State Offices in Cotton Producing States | Annually-2 Reports | CN Notice 130 |
| CN-98R | Tabulation of Data by Size Groups of 1959 Cotton Allotments and Reports on Choice (A) and Choice (B) Farms | State Offices in Cotton Producing States | Varies | CN Notice 141--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-K

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

DISASTER LIVESTOCK FEED STAFF

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|---|--|-----------|-----------|
| *--DF-1R | Report of Farmer's Purchase Orders and Dealer's Certificates Issued | State Offices (Except Insular Offices) | Weekly | 1-DF |
| DF-3R | Deliveries of Commodities Under Current Emergency Feed Program | Commodity Offices | Weekly | 1-DF--* |

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EXHIBIT 1-L

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|--|----------------------|--------------------|
| FI-1R | Analysis by Agencies of Accounts 1701, 1741, 3001, 3440 | Commodity Offices | Quarterly | 17-FI |
| FI-3R | Summary of Allotment Ledger Transactions, SF-1015a (Program) | Commodity Offices | Monthly | *--87-FI--* |
| FI-4R | Cumulative Report of Marketing Quota Penalties | State Offices | Semi-annually | *--80-FI--* |
| FI-5R | Analysis of Accounts 6701-1 and 6701-3 | Commodity Offices | Monthly | 17-FI |
| FI-7R | Trial Balances, CSS-9 and Transcript of Accounts 311 and/or 312 (Administrative and Program) | *--Commodity Offices Denver and Wash. FI Field Offices | Monthly and Annually | 87-FI; 94-FI--* |
| FI-8R | CCC Granary Storage Program Results | Commodity Offices | Monthly | 17-FI |
| FI-9R | Change in CCC Inventory, CCC Form 3 | Commodity Offices | Monthly | 17-FI |
| FI-10R | Report of CCC Loans, CCC Form 244 and/or 402 | Commodity Offices | Monthly | 17-FI; 554-27 |
| FI-13R | Post Closing Trial Balance and Statement of Income and Expense, CCC 202-1, -2, -3 | Commodity Offices | Monthly | 17-FI |
| FI-18R | Analysis of Account 2101 | Commodity Offices | Monthly | 17-FI |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|--|----------------------------------|--|
| FI-19R | Analysis of Selected Miscellaneous Accounts | Commodity Offices | Monthly | 17-FI |
| FI-23R | Report of Disbursements, CCC Form 217 | Federal Reserve Banks and Branch Banks | Semi-monthly | *--8-FI--* |
| FI-24R | Report of Deposits, CCC Form 216 | Federal Reserve Banks and Branch Banks | Semi-monthly | *--8-FI--* |
| FI-25P | Report of Financial Condition and Operations, CCC | FI | Monthly | |
| FI-26P | Financial Statements, SF-220, 221, 222 and 223 | FI | Quarterly *-- and Annually | 91-FI; 6-AR-381--* |
| FI-27P | Report of Status of Appropriation Accounts, SF-133 | FI | Monthly | 6-AR-377; Budget-Treas. Regulation #1 |
| FI-28P | Report of Cash Transactions Abroad, Budget Treasury Form 40-A and 40-B | FI | Quarterly | 6-AR-382; Budget-Treas. Regulation #4 |
| FI-29P | Report of Procurement of Food and Materials Abroad, Budget-Treasury Form 41 | FI | Quarterly | 6-AR-382; Budget-Treas. Regulation #4 |
| FI-30P | Procurement Authorization Completion, ICA 11-13 | FI | Varies | Request of ICA |

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|---|-----------|--|
| FI-36P | Status of Expenditures by States and Calendar Year | FI | Annually | BAE Memo 3-7-49 |
| FI-37P | Direct Expenditures or Aid Made by CSS to States, Territories or Possessions | FI | Annually | Annual Request From Office of Budget and Finance |
| FI-40P | Statement of Expenditures, ACP and Sugar Act, U. S. | FI | Monthly | BAE Memo 10-7-49 |
| FI-42R | Program Cost Report, CSS-629 | Commodity Offices | Monthly | *--87-FI--* |
| FI-44P | Report on Status of Apportionments for Corporations and Enterprises, SF-143 | FI | Quarterly | 6-AR-380; Budget-Treas. Regulation #1 |
| FI-47R | Report of Man-Months and Obligations, CSS-633 | Wash. Divisions & Commodity Offices | Monthly | *--71-FI--* |
| FI-51R | Quarterly Report of U. S. Savings Bond Deductions | Denver & Wash. FI Field Offices & Insular Offices | Quarterly | *--83-FI 89-FI--* |
| FI-52P | Quarterly Report of U. S. Savings Bond Deductions | FI | Quarterly | *--83-FI; 89-FI; 7-AR-423--* |
| FI-55R | Report of Appropriated Fund Transactions, CSS-459 | State & Insular Offices | Monthly | *--80-FI; 85-FI--* |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|--|-----------|-----------------------------|
| FI-56R | *--Report of Deposit Fund Account Transactions, CSS-460 | State & Insular Offices | Monthly | 80-FI; 85-FI--* |
| FI-57R | *--Report of Trust Fund Receipt, General Fund Receipt and Lapsed Appropriation (M) Accounts, CSS-461 | State & Insular Offices | Monthly | 80-FI; 85-FI--* |
| FI-63R | Special, Trust and General Fund Receipts | Commodity Offices | Annually | June 30 Closing Instruction |
| FI-64R | Fiscal Year Report of Travel Obligations | Denver & Wash.FI Field Offices & Insular Offices | Annually | *--85-FI; 94-FI--* |
| FI-66R | Monthly Allotment Ledger Summaries by Appropriation and/or Limitation | Denver & Wash. FI Field Offices | Monthly | *--91-FI; 94-FI--* |
| FI-69R | Statement of Allotment Transactions, CSS-581 | State and Insular Offices | Monthly | *--80-FI; 85-FI--* |
| FI-71P | Consolidated Man-Months Summary | FI | Monthly | 71-FI |
| FI-73R | Annual Summary of Retirement Fund Transactions, CSC-2807-2, Rev. | Wash. & Denver FI Field Offices *--Insular Offices--* | Annually | *--83-FI; 89-FI--* |
| FI-74P | Annual Summary of Retirement Fund Transactions, CSC-2807-2, Rev. | FI | Annually | 91-FI; 7-AR-369 |
| FI-81R | Accounting Machine Utilization Report Form CSS-673 | Commodity Offices | Monthly | 413-8 |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|------------------------|-----------|-------------------------|
| FI-83R | Status Report on Claims by and Against CCC of \$25,000 or more | Commodity Offices & FI | Annually | 706-2 |
| FI-84R | Report of Claims Activities By and Against CCC, CCC-208 | Commodity Offices & FI | Quarterly | 706-2 |
| FI-85R | Analysis of Claims By and Against CCC, CCC-231 | Commodity Offices & FI | Annually | 706-2 |
| FI-86P | Consolidated Report of Claims Activities By and Against CCC | FI | Quarterly | 706-2 |
| FI-87P | Consolidated Statistical Analysis of Claims By and Against CCC | FI | Annually | 706-2 |
| FI-88R | Report of Use of Contract Numbers | TS; Commodity Divs. | Monthly | 433-1 |
| FI-89P | Consolidated Status Report on Claims by and Against CCC of \$25,000 or more | FI | Annually | 706-2 |
| FI-91P | Active and Announced Price Support Programs Approved by Board of Directors | FI | Monthly | |
| FI-94R | Monthly Estimate of Cash Receipts and Disbursements | Commodity Offices | Monthly | *--17-FI--* |
| FI-95P | Monthly Estimate of Cash Receipts and Disbursements | FI | Monthly | Inst. from Treas. Dept. |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|-------------------|---------------------------|--------------------------------|
| FI-98P | Loans Made on Selected Commodities by States | FI | Semi-annually | Request from AMS |
| FI-99P | Loans Made to Cooperative Associations by Calendar Year | FI | Annually | Request from AMS |
| FI-100P | Tables on Loan and Purchase Activity of the CCC on a Calendar Year Basis for Inclusion in Agricultural Statistics | FI | Annually | Request from AMS |
| FI-101P | Loans Made from Organization and Loans Outstanding by Commodity Programs (CCC) | FI | Semi-annually | Request from AMS |
| FI-102P | CCC Loans Made During Calendar Year and Loans Outstanding | FI | Annually | Request from AMS |
| FI-103R | Weekly Estimate of Cash Receipts and Disbursements | Commodity Offices | Weekly | *--17-FI--* |
| FI-104P | Weekly Estimate of Cash Receipts and Disbursements | FI | Weekly | Treas. Dept. Instruction |
| FI-110P | CCC Charts and Tables Providing a Graphic Summary of Operations | FI | *--Quarterly and Annually | Request of Administrator--* |
| FI-111P | Price Support and Related Operations (commodity surveys) | FI | Varies | *--Request of Administrator--* |

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|--|--------------|------------------------------|
| FI-112R | *--Annual Report of County Office Debts, By Age, CSS-139--* | State Offices | Annually | *--FI-444--* |
| FI-113P | Summary of Debt Registers by States | FI | Annually | Instruction from DAPA |
| FI-117R | Leased Wire Advices | Federal Reserve Banks & Branch Banks; *--Kansas City Comm. Office--* | Daily | *--8-FI; DAO Memo 1-12-59--* |
| FI-120P | Receipts and Disbursements by Federal Reserve Bank Districts | FI | Daily | Request of Treas. Dept. |
| FI-132R | Accounts and Notes Receivable | Commodity Offices | Annually | June 30 closing instruction |
| FI-133R | Accrued and Purchased Interest | Commodity Offices | Annually | June 30 closing instruction |
| FI-134R | Estimated Losses, CCC-277 | Wash. Commodity Divs. | *--Quarterly | Quarterly FI Memo--* |
| FI-144R | Report of National School Lunch Obligations, CSS-502 (current Fiscal Year) | Food Dist., AMS; Commodity Offices | Monthly | 506-1; 87-FI |
| FI-145R | Analysis of Account 7702 | Commodity Offices | Monthly | 17-FI |
| FI-146P | Report of Cash Transactions U. S. Government Corporation | FI | Monthly | Treasury Circular #940 |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|------------------------------|--|--------------------------------------|
| FI-151R | Special Report on Commercial Facilities Suspected of Irregularities in Storage of CCC-Owned Commodities- CCC Form-508 | Commodity Offices | Narrative Quarterly; CCC Form 508 Varies | AACO Memo 7-14-53 DAO Memo 4-2-57 |
| FI-152R | Trial Balance on Certificates of Interest | Chicago Federal Reserve Bank | Monthly | 564-4 |
| FI-153R | Report of Claims by CCC in State Offices, CCC-317 | Commodity Offices | Semi-annually | 706-2 |
| FI-154R | Analysis of Claims by CCC in State Offices, CCC-318 | Commodity Offices | Annually | 706-2 |
| FI-157R | Report of New Claims | Wash. Divisions | Varies | 706-1 |
| FI-158R | Report of National School Lunch Obligations, CSS-502 (Trans. & handling expense, prior fiscal years) | Commodity Offices | Quarterly | *--87-FI--* |
| FI-159R | Report of National School Lunch Obligations, CSS-502 (other than Trans. and handling expense, prior fiscal years) | Food Dist., AMS | Semi-annually | 506-1 |
| FI-163R | Man-Months, Employment and Obligations by Object Class & Program, CSS-633-3 | State & Insular Offices | Monthly | *--72-FI--* |
| FI-165P | Announced Programs Under Sec. 32 and Sec. 6 of National School Lunch Act | FI | Monthly | Verbal-Admin. |

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EXHIBIT 1-L

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|---|--|---------------------------------|
| FI-166P | Analysis of Sec. 6 of National School Lunch Act and Section 32 Reported Programs | FI | Monthly | Verbal-Admin. |
| FI-167R | Purchase or Sales Abstract and Availability Records, CSS-76 | Wash. Commodity Divs. & Commodity Offices | Irregular | 715-2 |
| FI-168R | Checklist of Abstracts and Related Documents Issued | Wash. Commodity Divs. & Commodity Offices | Weekly | 715-2 |
| FI-169R | Analysis of Cost of Financing - Title I, P. L. 480, CCC Form 332 | Commodity Offices | Monthly | 17-FI |
| FI-170R | Statement of Receipts and Disbursements | Denver FI Field Office | Monthly | FI Memo 7-9-54 |
| FI-171R | Statements of Disbursements and Collections Accomplished by Disbursement Officers, CSS-36 | ASC State & Insular Offices; *--Commodity Offices--* | Monthly | *--80-FI; 87-FI; 85-FI--* |
| FI-172R | Annual Insurance Participation | Wash. & Denver FI Field Offices; Hawaii & Puerto Rico | Annually | *--83-FI; 89-FI--* |
| FI-173P | Annual Insurance Participation | FI | Annually | *--89-FI--* |
| FI-174R | Report of Cash Transactions | New Orleans Commodity Office | Monthly | FI Memo 2-14-55 |
| FI-175P | Report of Title I Operations (P. L. 480) | FI | Weekly or as Program Activity warrants | |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|--|---|-----------------------------|
| FI-176P | Report of Title II Operations, (P. L. 480) | FI | Weekly or as Program Activity warrants | |
| FI-179P | Analysis of P. L. 480, Title I Transactions | FI | Monthly | B & F Request 1-24-55 |
| FI-182R | Listing of Installations | Wash. & Denver FI Field Offices; Puerto Rico and Hawaii | Initial Submission Supp. Rpts. as changes occur | *--83-FI; 89-FI--* |
| FI-183R | Report of Federal Employment and Wages | Wash. & Denver FI Field Offices; Puerto Rico and Hawaii | Quarterly | *--83-FI; 89-FI--* |
| FI-185R | Statement of Purchase Agreement Liabilities | Commodity Offices | Annually | June 30 Closing Instruction |
| FI-186R | Summary of Undistributed Expenditures Account 2741 | Commodity Offices | Annually | June 30 Closing Instruction |
| FI-187R | Listing of International Wheat Agreement Sales | Commodity Offices | Annually | June 30 Closing Instruction |
| FI-189P | Report to Foreign Agric. Service of Expenditures from International Cooperation Administration Funds | FI | Monthly | Memo from FAS |
| FI-190P | Certification of Unliquidated and Unobligated Balances of Appropriated Funds - Sec. 1311 | FI | Annually | *--91-FI; 6-AR-283--* |

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EXHIBIT 1-L

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|---|-----------|-----------------------------|
| FI-191R | Statement of Over-expended Allotments | Denver & Washington FI Field Offices | As Needed | *--94-FI--* |
| FI-192P | Appropriation Summary Report of Participating Agencies Financial Activity Charged Against ICA Symbol 72 Allocations (ICA-7-20) | FI | Monthly | Request from ICA |
| FI-193R | Gains and Losses of Inventory at Bin Sites | Commodity Offices | Annually | June 30 Closing Instruction |
| FI-194R | Area Lag Report | Commodity Offices | Annually | June 30 Closing Instruction |
| FI-197R | Progress Report - Mechanization | Commodity Offices | Quarterly | 124-1 |
| FI-202R | Wire Report of Soil Bank Payments | Commodity Offices | Monthly | DAO Memo 8-29-57 |
| FI-203P | Status of Active Exchange Contracts | FI | Monthly | Div. Instruction |
| FI-209R | Annual Certified Report of Unliquidated Obligations, Form CSS-607 | Washington Divisions & Commodity Offices; State and Insular Offices | Annually | 71-FI; 72-FI; 87-FI; 80-FI |
| FI-210P | Statement of Funded Checking Account and Report of Checks Drawn on Treasurer of the U. S., SF-1178 | FI | Monthly | Treas. Dept. CP&R Memo #3 |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|---|----------------------|---------------------------------|
| FI-211P | Recapitulation of Block Control Level Totals of Checks Issued, SF-1179 | FI | Monthly | Treas. Dept. CP&R Memo #3 |
| *--FI-212R | Quarterly and Annual Reports of Cumulative Obligations and Months for Prior Fiscal Year Allotments, Forms CSS-633, CSS-633-3 | Washington Divisions and Commodity Offices; State and Insular Offices | Quarterly & Annually | 71-FI; 72-FI |
| FI-213R | Report of Accomplished Soil Bank Program Collections | State Offices | Monthly | 2-SB; 7-SB(58) |
| FI-214R | Automatic Data Processing System Utilization and Efficiency Report | Evanston, New Orleans and Kansas City Commodity Offices | Monthly | DAO Memos 2-5-58; 2-13-58 |
| FI-215R | Frequency Distribution Report - Loans | Kansas City and Evanston Commodity Offices | Annually | 17-FI |
| FI-216P | Trial Balances, CSS-9 and Transcript of Accounts 311 and/or 312 (Administrative and Program) | FI | Monthly | 91-FI |
| FI-217P | Post Closing General Ledger Trial Balances | FI | Annually | 91-FI |
| FI-218P | Allotment Ledger Summary | FI | Monthly | 91-FI |
| FI-219P | Program Cost Report, CSS-629 | FI | Monthly | 91-FI --* |

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION(Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|--|---------------------------|----------------------|
| *--FI-220P | Report of Reimbursements | FI | Monthly | 91-FI |
| FI-221R | Age Analysis of Accounts Receivable | Commodity Offices and Washington and Denver FI Field Offices | Quarterly | 87-FI; 94-FI |
| FI-222R | Report of CCC Loans, Comm. Cred. Corp. Form 402 | Kansas City and Evanston Commodity Offices | Monthly | 17-FI |
| FI-223R | Certificate Of Interest Transactions | Kansas City and Evanston Commodity Offices | Monthly and Semi-Annually | 17-FI |
| FI-224P | Payments to Producers Participating in Acreage Reserve Program | FI | Monthly | Division Requirement |
| FI-225P | Payments Under Contracts With Producers-Conservation Reserve Program | FI | Monthly | Division Requirement |
| FI-226P | Status Report - Barter Contracts | FI | Quarterly | GSA Memo 8-20-58 |
| FI-227P | Unit Values of CCC Materials Held in Inventory | FI | Quarterly | GSA Memo 9-26-58 |
| FI-228R | Report of Outstanding Certificates of Deposit and Related Debit Vouchers (RAO-115) | State and Insular Offices; Cincinnati and Portland Comm. Offices; Denver FI Field Office; FI | Monthly | Notice FI-439 --* |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FISCAL DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|---|--|---------------|-------------------------|
| *--FI-229P | Annual Report of Bonding Activity | FI | Annually | 7AR144 |
| FI-230R | Report of Unpaid Claims Chargeable to Lapsed Appropriation Balances | State & Insular Offices | Annually | 80-FI |
| FI-231R | Report of Emergency Feed Program Claims | Designated State Offices | Semi-annually | Notice FI-441 |
| FI-232R | Fiscal Year Report of Communications Obligations | Insular Offices; Wash. & Denver FI Field Offices | Annually | 85-FI; 94-FI |
| FI-233R | Report of Sales Under Credit Approvals | Commodity Offices | As Sales Made | DAO Memo 11-28-58 |
| FI-234R | Payments in Excess of \$50,000 | Commodity Offices | Monthly | DAO Memo 12-24-58--* |

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FOOD AND MATERIALS REQUIREMENTS DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|--|--|---|--|
| MA-1R | Quarterly Report Under Defense Production Act | *--Defense Plann- ing Committees--* | Quarterly | *--FM Memo 4-4-57--* |
| MA-7P | Fertilizer Situation | FM | Annually | Division Instruction |
| MA-9P | Stockpile Report to the Congress | FM | Semiannually | *--Periodic Requests From ODM--* |
| FM-11P | Agriculture's Defense Activities | FM | *--Quarterly 3 Quarters & Annually--* | Section 712(b) P.L. 774, 81st Congress |
| FM-12P | The Pesticide Situation | FM | Annually | Division Instruction |

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

FRUIT AND VEGETABLE DIVISION - AMS

| Reports Control Number | Title | Prepared By | Frequency | Authority |
|------------------------------|---|---|-------------------|---------------------------------|
| FV-76R | Report of Shipping Instructions Issued on Canned Fruits and Vegetables, Sec. 6 School Lunch Program | Cincinnati & Portland Comm. Offices | Weekly | Memo from Richards 8-1-54 |
| FV-77R | Report on Irish Potato Starch and Flour Diversion Program | Designated State Offices | Weekly | 724(Potatoes) -3 |
| FV-78R | Weekly Purchase Report | State Offices | Weekly | 724(FV)-1 |
| FV-79R | Final Purchase Report | State Offices | End of Program | 724(FV)-1 |
| FV-80R | Weekly Operations Report - Irish Potato Livestock Feed Diver- sion Program | Designated State Offices | Weekly | 724(Potatoes) -4 |

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EXHIBIT 1-0

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

GENERAL SALES MANAGER

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|---|--|--|-----------------------------|
| GSM-1R | Monthly Report of CCC Export Sales in Excess of \$100,000, CCC Form 367 | Wash.Commodity Divisions and Commodity Offices | Monthly | *--1-SM--* |
| GSM-2R | Monthly Report of Commercial Wheat Export Sales Under CCC Payment in Kind Program and Commercial Flour Export Sales Under CCC Cash Pay- ment Program in Excess of \$100,000 | GR | Monthly | *--1-SM--* |
| *--GSM-3P | Progress Report on Orderly Liquidation of Commodities Held by CCC | GSM | Annually (Suppl.when major changes occur) | PL 540, 84th Congress--* |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

GRAIN DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|-------------------|-----------------------------|-----------------------|
| GR-15R | Quarterly Reporting of CCC-Owned Grain | Commodity Offices | Quarterly | 639(Grain)-1 |
| GR-16R | Monthly Cumulative State Commodity Loan and Purchase Summary, CL-4B | State Offices | Monthly | 1-GR |
| GR-36R | Excess Non-Expendable Equipment and Granaries Owned by CCC | State Offices | *--Annually | 7-GR--* |
| GR-37R | Monthly Report Based on CCC Grain Form -29 | State Offices | Monthly | 662-3 |
| GR-39R | Quarterly Report of Storage Structures and Equipment | Commodity Offices | Quarterly | 669-1; 17-FI |
| GR-41R | List of Approved Warehouses (Grain (copy)) | Commodity Offices | Annually with Monthly Sups. | *--17-GR--* |
| GR-42R | Leased Facilities | Commodity Offices | Quarterly | 669-1 |
| GR-43R | CCC-Owned Commodities in CCC-Owned or Operated Structures | Commodity Offices | Monthly | 669-1 |
| GR-46P | Status of Storage Quarantee Agreement Applications | GR | Monthly | Division Requirement |
| GR-48P | Report of Grain Bins on Hand | GR | Quarterly | Board Request 2-12-52 |
| GR-61R | Report of Rental of CCC Grain Bins | State Offices | Quarterly | *--7-GR--* |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

GRAIN DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|---|--------------------------------|-----------------------------------|
| GR-84R | Flour Cost Data | Minn., Evanston Portland & K.C. Commodity Offices & Gen- eral Mills at Buffalo | Weekly | Grain Memo 1-4-57 |
| GR-91R | Non-IWA Wheat Sales Under Announcements GR-261 and GR-262 | Evanston, Dallas, Minn., Portland & K.C. Commodity Offices | Weekly | 733(Wheat) -1 |
| GR-96R | Report on Marketing Quota Violations - (MQ-106- Grain) | State Offices | *--Semi- Annually | 3-Wheat(Rev.1) 5-Rice(Rev.1)-- |
| GR-98R | State Estimates of Take- over | State Offices (Except Insular) | Varies | 1-GR; 14-GR |
| GR-110R | IWA Wheat Sales Under Announcements GR-261 and GR-262 | Evanston, Dallas, Minn. Portland, & K.C. Commodity Offices | As Sales Occur | 733(Wheat)-1 |
| GR-118R | Sales of CCC-Owned Commodities | State Offices | Weekly | *--11-GR--* |
| GR-119R | Bin Site Directory | State Offices | Annually as changes made | *--7-GR--* |
| GR-120R | State Summary of Rice Acreage Data and Deter- mination of Diversion Credit | State Offices (Producer States) | Annually | 3-Rice(58); 4-Rice(58) |

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

GRAIN DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|---|------------------------------|---------------------------|
| GR-121R | State Summary of New Producer Data and Total Acreage Alloted to New Producers | State Offices (Producer States) | Annually | 3-Rice(58); 4-Rice(58) |
| GR-122R | State Summary of County Data and Total Acreage Alloted to Producers on Regular Listings | State Offices (Producer States) | Annually | 3-Rice; 4-Rice |
| GR-124R | Tabulating, Computing & Reporting 19 Compliance Diversion Credit and Soil Bank Reserve Acreage for Wheat | Designated State Offices | Annually | *--2-Wheat(59)--* |
| GR-125R | Reserve Fleet Daily Report of General Conditions | Evanston and Portland Commodity Offices | *--Daily | 13-GR--* |
| GR-126R | Reserve Fleet Vessel Cyclical Report | Evanston and Portland Commodity Offices | *--Monthly | 13-GR--* |
| GR-130R | Report of Grain Structures Found to be in Need of Repair | State Offices Kansas, Ill., Iowa, Minn. | Varies | GR Memo 1-18-57 |
| GR-131R | Progress Reports on Number of Bins Repaired, etc. | State Offices Kan. Ill., Iowa, Minn. | Semi- annually | GR Memo 1-18-57 |
| GR-132R | 19 Wheat Listing Sheet State Summary and Related Data | Designated ASC State Offices | Annually | 2-Wheat(59) |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

GRAIN DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|---|--|-----------|---------------------|
| GR-133R | Redemption of Soil Bank Certificates | State Offices | Monthly | *--12-GR--* |
| GR-134R | Grade and Weight of Corn Lifted from Bin Sites - January thru July | Designated State Offices | Monthly | *--662-3--* |
| *--GR-135R | Corn, Wheat and Other Feed Grain Sales | Portland, Dallas, K.C., Evanston, and Minneapolis Commodity Offices | Weekly | DAO Wire 10-2-58 |
| GR-137R | Frequency Distribution of 19__Allotted & Planted Acres - Corn | Designated State Offices | Annually | 2-Corn(58) |
| GR-139R | Frequency Distribution for the 19__Seeded and Allotment Acres on Com- plying and Noncomplying Farms in the Commercial Wheat Producing Area | Designated State Offices | Annually | 2-Wheat(59) |
| GR-140R | 19__Corn Compliance and Diversion Report | State Offices | Annually | 2-Corn(58) |
| GR-141R | Report of Market Prices and Other Market Informa- tion | Evanston, Dallas, K.C., Minneapolis and Portland Comm. Offices | Daily | 704(Wheat)-1 |

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

GRAIN DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|---|-----------------------|------------------|
| *--GR-142R | Cumulative Report of Commodity Loan Activity | Kansas City & Evanston Comm. Offices | Monthly | 19-GR |
| GR-143R | Cumulative Report of Purchase Agreement Activity | Kansas City & Evanston Comm. Offices | Monthly | 19-GR |
| GR-144R | Summary of Warehouse Stocks | Kansas City & Evanston Comm. Offices | Annually - on Request | 19-GR |
| GR-145R | List of Deficient Houses-Occupancy Contracts | Commodity Offices | Monthly | 663(Grain)-3 |
| GR-146R | Feed Wheat Application Data | State Offices | Annually | 3-Wheat (Rev. 1) |
| GR-147R | Number and Capacity of Facilities Approved Under CCC Uniform Storage Agreements | Evanston, K.C. Minn. & Portland Comm. Offices | Quarterly | 17-GR |
| GR-148R | Wheat Farm Acreage Data - "New" Commercial Wheat States | State Offices | Annually | 4-Wheat--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-Q

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

INFORMATION DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|--|----------------|-----------|-------------------------------------|
| IF-10P | Information Purchase Report | IF | Irregular | |
| IF-11P | Information Sales Report | IF | Irregular | |
| *--IF-12P | Report of the President of the Comm. Credit Corp. | IF | Annually | 15 U.S.C. 714K- 62 Stat. 1073--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-R

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

INTERNAL AUDIT DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|--------------------------|-----------|------------|
| IA-1R | Report of Man-Months Applied | IA-Wash. & Field Offices | Monthly | Internal |
| IA-2R | Monthly Report of Audit Activities | IA-Wash. & Field Offices | Monthly | Internal |
| IA-5R | Audit Report Transmittal Form CSS-128 | IA-Wash. & Field Offices | Irregular | Internal |
| IA-9R | Estimated Number of Audit Reports to be Released During the Month | IA-Wash. & Field Offices | Monthly | Internal |
| IA-12R | Report of Change in Personnel | Area Audit Offices | Irregular | Internal |
| IA-14P | Monthly Travel Report | AU | Irregular | Internal |
| IA-15R | Report of Man-Months and Obligations, CSS-633 | Area Audit Offices | Monthly | Internal |
| IA-17P | Status of Uncleared Audit Reports | AU | Monthly | *--1-AU--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-S

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

LIVESTOCK AND DAIRY DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|---|--|-----------------------|
| LD-28R | Daily Teletype Report of Dairy Products Purchased by Commodity Offs. | Commodity Offices | Daily | Program Authorization |
| DA-29P | Weekly Report of Dairy Products Disposed of Under Price Support Programs | LD | *--Weekly--* | Division Instructions |
| DA-31P | Daily Report of Dairy Products Purchased Under Price Support Program | LD | Daily | Division Instruction |
| DA-33P | Purchases and Sales of Dairy Products by U. S. Department of Agriculture | LD | Quarterly | Division Instruction |
| LD-44R | Merchandising List of Dairy Products | Cincinnati and Portland Commodity Offices | *--Monthly - Cincinnati Quarterly - Portland | Memo 7-23-58--* |
| LD-47R | Register of Applications for Payment | County Offices | Monthly | 1-LD 2-LD |
| *--LD-50R | Recapitulation Report of Wool Promotion Fund Deductions | State Offices | Twice Yearly | 1-LD--* |
| *--LD-51P--* | Summary of Reports of Wool Payments | LD | Varies | 1-LD |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

LIVESTOCK AND DAIRY DIVISION(Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|--|---|--------------|-------------------------|
| *--LD-52R | Commercial Sales of Dairy Products at Announced Prices | Cincinnati and Portland Commod- ity Offices | Daily | 732(Dairy)-1 |
| LD-53R | Summary of Inventory Holdings | Cincinnati Com- modity Office | Semi-monthly | Memo 7-23-58 |
| LD-54R | Claims Settlements of Dairy Products Resulting in Inventory Reductions | Cincinnati and Portland Com- modity Offices | Varies | DAO Wire 11-14-58--* |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

OILS AND PEANUT DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|---------------------------------------|------------------|------------------------|
| FO-2P | Opening Market Quotations | OP | Daily | Division Instruction |
| FO-22R | Cumulative Inventory Report, CCC Peanut Forms 24A, 24B and 24C | 3-Peanut Associations | Biweekly | OP Instruction 10-1-57 |
| OP-42R | Peanut Marketing Quota Producer Violations MQ-106 (Peanuts) | State Offices | Quarterly | 1-OP |
| OP-43R | Redelegation of Authority by ASC State Committee | State Offices | Annually | *--1-OP--* |
| OP-60R | Report of Recommended New Farm Allotments | State Offices | Annually | 1-OP |
| OP-68R | Report of Commodities Stored in Warehouses as of End of Month | Commodity Offices | Monthly | 650-3 |
| OP-70P | 19__ Crop Peanut Support Activities | OP | Varies | OP Operation |
| OP-73R | Data on Acreage Production & Yield by Types of Peanuts by States | State Offices-Peanut Producing States | Annually | *--Notice OP-87--* |
| *--OP-74R | State Allotment Summary | State Offices | Annually | 1-OP |
| OP-75R | Estimate of Forms Requirements | State Offices | Annually | 1-OP |
| OP-76R | State Summary of County Normal Yield | State Offices | Annually | 1-OP |
| OP-77R | Cottonseed-Cottonseed Oil Program Activity Report | New Orleans Commodity Offs. | Weekly & Monthly | DAO Memo 12-3-58--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-U

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

PERSONNEL MANAGEMENT DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|---------------------------------------|-----------|-------------------|
| PM-1R | Annual Report on Total Number of Paid Civilian Employees at Each Basic Rate of Compensation | PM Field office and Commodity Offices | Annually | 309-1 |
| PM-2P | Annual Report on Total Number of Paid Civilian Employees at Each Basic Rate of Compensation | PM | Annually | 309-1; 8AR1335 |
| PM-3P | Monthly Report of Federal Civilian Employment, SF-113 | PM | Monthly | 309-1; 8AR1332 |
| PM-5P | Annual Report on Geographic Distribution of Federal Employees | PM | Annually | 309-1; 8AR1336 |
| PM-6R | Annual Report on Geographic Distribution of Federal Employees | PM Field Office and Commodity Offices | Annually | 309-1 |
| PM-10R | Length of Service Awards | PM Field Office and Comm. Offs. | Annually | 309-1 |
| PM-11P | Length of Service Awards | PM | Annually | 309-1; 8AR2433 |
| PM-14P | Annual Report of Cooperating and Collaborating Personnel | PM | Annually | 309-1; 8AR1344 |
| PM-15R | Monthly Report of Persons Who Have Retired During the Month | PM Field Office and Commodity Offices | Monthly | 309-1 |
| PM-16P | Monthly Report of Persons Who Have Retired During the Month | PM | Monthly | 309-1; 8AR1342 |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

PERSONNEL MANAGEMENT DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|--|----------------------------|-----------------------------------|
| PM-22R | Report on Operation of the Awards Program | All Wash. Divs. and Offices; All Field Offices | *--Quarterly & Annually--* | 7-PM |
| PM-28P | Report of Incentive Awards Program | PM | *--Quarterly & Annually--* | OP Memo P-1012 Rev., 8AR2443 7-PM |
| PM-31P | Quarterly Report of Cash Awards | PM | Quarterly | OP Memo P-1012 |
| PM-32R | Teletype Report on Obligations and Man-Months | PM Field Office | Monthly | PM Memo |
| PM-33R | List of Positions Abolished | PM Field Office *--Commodity Offices--* | Quarterly | PM Memo 9-3-52; DAO Memo 8-28-58 |
| PM-34R | Monthly Report of Federal Civilian Employment, SF-113 | PM Field Office, FI and Commodity Offs. | Monthly | 309-1 |
| PM-39P | Report of Positions Occupied by Retention Group III Employees in Washington Metropolitan Area | PM | Monthly | 309-1; 8AR1357 |
| PM-41R | Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations | PM Field Office and Commodity Offices | Annually | 309-1 |
| PM-42P | Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations | PM | Annually | 309-1; 8AR1350 |
| PM-43R | Report of Positions and Incumbents for Official Register (Form CS-115A) | PM Field Office and Commodity Offices | Annually | 309-1 |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

PERSONNEL MANAGEMENT DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|---|-------------------------------|-----------------------------|
| PM-44P | Report of Positions and Incumbents for Official Register (Form CS-115A) | PM | Annually | Civil Service Comm. Request |
| PM-45R | Report on Survey of Accuracy of Job Descriptions | PM Field Office and Commodity Offices | Annually | 309-1 |
| PM-46P | Report on Survey of Accuracy of Job Descriptions | PM | Annually | 309-1; 8AR105c |
| PM-47R | Report on Sensitive Positions | PM Field Office and Commodity Offices | Semimonthly | 309-1; |
| PM-48P | Report on Sensitive Positions | PM | Semimonthly | 309-1; 8AR2355 |
| PM-50R | Health Service Report | Commodity Offices | Monthly | 8-PM |
| *--PM-53R | Report of Membership - CSS Incentive Awards Committee | All Wash. Div. & Offices; all Field Offices | Annually and as changes occur | 7-PM |
| PM-54P | Quarterly Accident Summary (AD-135) | PM | Quarterly | 8AR1822c7 |
| PM-55P | Report of Separated Career Employee Program | PM | Monthly | 8AR993 |
| PM-56P | Report of Delegated Personnel Authority | PM | Annually | 8AR331 |
| PM-57P | Annual Report of Incumbents in Super-Grade Positions | PM | Annually | 8AR1358 |
| PM-58R | Report on Management Improvement Activities | PM Field Office and Comm. Offs. | Varies | DAO Memo 6-27-58 |
| PM-59P | Report on Management Improvement Activities | PM | Semiannually | Sec. Memo 1424--* |



REPORTS CONTROL HANDBOOK

EXHIBIT 1-V

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

SOIL BANK DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|---|---------------|-----------|------------------------------|
| *--SB-13R | Annual Statistical Report on Conservation Reserve Program, Form CSS-846 | State Offices | Annually | Notice SB-127 |
| SB-14P | Conservation Reserve Program of the Soil Bank - Statistical Summary | SB | Annually | Agr. Act of 1956 (Sec. 108c) |
| SB-15R | Violation Report - Acreage Reserve, Form CSS-844(SB) | State Offices | Quarterly | Notice SB-112 |
| SB-17R | Violations Report - Conservation Reserve, Form CSS-851 | State Offices | Quarterly | Notice SB-136--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-W

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

SUGAR DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|--------------------------------------|-----------|---------------------|
| SU-1R | Minimum Reporting Requirements for the Caribbean Area Sugarcane Programs | Puerto Rico | Annually | *--5-SU--* |
| SU-2R | Monthly Report of Drawback Allowances, SU-19 | Collectors of Customs | Monthly | Letter Dec. 1948 |
| SU-23R | Sugar Receipts and Inventory Report, Summary of, SU-62 and SU-62A | Bureau of Census | Annually | Letter July, 1954 |
| SU-26P | Certification of New York Coffee and Sugar Exchange Daily Prices of Raw Sugar (Duty Paid Basis, Delivered, New York) | SU | Weekly | Initiated Oct. 1948 |
| SU-27P | Certification of New York Coffee and Sugar Exchange Daily Prices of Raw Sugar (Duty Paid Basis, Delivered, New York) | SU | Daily | Initiated Oct. 1948 |
| SU-31P | U. S. Summary of Sugar Beet Payment Data | SU | Annually | Initiated 1938 |
| SU-32R | Sugar Beet Marketing Report, SU-107 | State Offices | Annually | 2-SU |
| SU-34R | Recapitulation of Final Manufacturing Reports of Sugarcane Factories by Crop Years | *--State Offices (Sugarcane Area)--* | Annually | 4-SU |
| SU-36R | Recapitulation of Form SU-128 Showing Prices Paid for Sugarcane Delivered to Sugar Mills, _____ Crop | *--State Offices (Sugarcane Area)--* | Annually | 4-SU |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

SUGAR DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|---|---------------------------|-----------------------|---------------------|
| SU-37R | Summary of the 19__ Grind- ing Season of the Puerto Rican and Virgin Islands Mills Showing Total Produc- tion of Sugarcane, Sugar, and Blackstrap Molasses | Puerto Rico | Annually | Letter Feb. 1938 |
| SU-40R | Returns, Cost and Profits of Florida Sugarcane Producers and Raw Sugar Processors, _____ to _____ Crops | SU | Varies | Personal Contact |
| SU-41R | Returns, Costs and Profits of Louisiana Sugarcane Pro- ducers and Raw Sugar Pro- cessors _____ to _____ Crops | SU | Varies | Personal Contact |
| SU-42R | Returns, Costs, and Profits, of the Puerto Rican Sugar Industry, 19__ to 19____ Inclusive | SU | Varies | Personal Contact |
| SU-43R | Returns, Costs, and Profits, Sugar Beet Production _____ Crop, Beet Sugar Processing, 19__ to 19____ Crops | SU | Varies | Personal Contact |
| SU-44R | Returns, Costs and Profits of the Hawaiian Sugar Industry, 19__ to 19____ Crops | SU | Varies | Personal Contact |
| SU-49R | Child Labor and Wage Claims Reports - Sugar Beet Area | State Offices | Annually | 1-SU 2-SU |
| SW51P | Primary Sugar Distribution | SU | Weekly | Initiated 1942 |
| SU-52R | Weekly Sugar Production Re- port Louisiana | Louisiana State Office | Weekly - Oct.-Jan. | Letter 1947 |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-W

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

SUGAR DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|--|--|---------------|--------------------|
| SU-53R | Monthly Report of Informal Entries of Sugar | Collectors of Customs | Monthly | Letter Dec. 1950 |
| SU-57R | Summary of Mainland Sugarcane Program Data | *--State Offs.- (Sugarcane Area)--* | Annually | 4-SU |
| SU-58R | Summary of Sugar Beet Program Data | State Offices | Annually | 2-SU |
| SU-59R | Annual Summary Report of Hawaiian Sugarcane Program Data | Hawaii | Annually | 6-SU |
| SU-61P | Sugar Reports | SU | Monthly | Initiated May 1949 |
| SU-64R | Preparation of Progress Report on Applications for Payment - Sugar Beet Area | State Offices | Biweekly | 2-SU |
| SU-65R | Child Labor and Wage Claims Reports - Louisiana Cane | Louisiana State Office | Annually | 3-SU |
| SU-66R | Child Labor and Wage Claims Reports - Florida Cane | Florida State Office | Semi-annually | 3-SU |
| SU-67R | Labor Compliance Data, | State Offices and Hawaii | Annually | 2-SU; 6-SU |
| SU-68R | Prevailing Wage Rates Reports - Louisiana Cane | Louisiana State Office | Annually | 3-SU |
| SU-69R | Prevailing Wage Rates Reports - Florida Cane | Florida State Office | Semi-Annually | 3-SU |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

SUGAR DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|--|---------------------------------------|-----------|--------------------|
| SU-87R | Progress Report on Appli- cations for Payment - Caribbean Area Office | Puerto Rico | Biweekly | 5-SU |
| SU-88R | Child Labor and Wage Claims Report - Caribbean Area | Puerto Rico Area Office | Annually | 5-SU |
| SU-89R | Child Labor Report - Hawaiian Sugarcane | Hawaii | Annually | 6-SU |
| SU-90R | Wage Claims Report - Hawaiian Sugarcane | Hawaii | Annually | 6-SU |
| SU-91R | Progress Reports on Appli- cations for Payment - Mainland Sugarcane (Sugarcane Area) | State Offices- (Sugarcane Area) | Biweekly | 4-SU |
| SU-92R | Report on Fair Price Determinations | Puerto Rico | Annually | 5-SU |
| SU-93R | Progress Report on Appli- cations for Payment - Hawaiian Sugarcane | Hawaii | Monthly | 6-SU |
| SU-94R | Production of Sugar by Types as Reported on Forms SU-123 - By Factories - Louisiana | Louisiana State Office | Annually | SU Memo 2-26-57 |
| SU-95R | Recovery of 96° Raw Sugar and Other Data Taken from Forms SU-123 - By Factor- ies - Louisiana | Louisiana State Office | Annually | SU Memo 2-26-57 |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

SUGAR DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|--|-----------|-----------------|
| SU-96R | Recapitulation of Final Trash Reports Company - Owned Sugarcane - Purchased Sugarcane and Total Sugarcane - By Factories | *--State Offices- (Sugarcane Area) --* | Annually | 4-SU |
| SU-97R | Production of Molasses and Syrup by Factories- Louisiana | Louisiana State Office | Annually | SU Memo 2-26-57 |
| SU-98R | Production of Sugar by Types - Florida Mills | Louisiana State Office | Annually | SU Memo 2-26-57 |
| SU-99R | Production of Blackstrap Molasses - Florida Mills | Louisiana State Office | Annually | SU Memo 2-26-57 |
| SU-100R | Selling and Delivery Expenses on Sugar *--and Molasses (Virgin Islands and Puerto Rico)--* | Puerto Rico | Annually | *--5-SU--* |
| SU-101R | Selling and Delivery Expenses Covered by Flat Allowance of 8.7 Cents | Puerto Rico | Annually | SU Memo 2-26-57 |
| SU-102R | Schedule Showing Method of Settlement to be Used by Puerto Rican Allottees | Puerto Rico | Annually | SU Memo 2-26-57 |
| SU-103R | Statement of Sugar Yield During Grinding Season - Puerto Rico | Puerto Rico | Annually | 5-SU |
| SU-104R | Gross Proceeds and Handling and Delivery Expenses on Raw Sugar | Hawaii | Annually | SU Memo 4-15-57 |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

SUGAR DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|--|--------------------------|-----------|---------------------------|
| *--SU-106R | State Estimates of Take-Over (Two Reports) - Honey | ASC State Offices | Varies | 7-SU |
| SU-109R | List of Approved Abandonment and Deficiency Areas | State Offices | Annually | 2-SU; 4-SU |
| SU-110R | Approved Prevented Acreage Summary | State Offices | Annually | 2-SU |
| SU-111R | Annual Fair Price Compliance Report | State Offices and Hawaii | Annually | 2-SU; 4-SU; 6-SU--* |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

TOBACCO DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|-----------------------|---------------------------|--------------------|
| TB-7R | Foreign Agriculture Service Reports, Naval Stores | Agricultural Attaches | Annually and Semiannually | TB Memo 9-29-55 |
| TB-10R | Preliminary Allotment Data (Old and New Farms) | State Offices | Annually | 1-TB(59); 8-TB(59) |
| TB-11R | Final Allotment Data (Old and New Farms) | State Offices | Annually | 1-TB(59); 8-TB(59) |
| TB-12P | Yearly Report of Tobacco Acreage | TB | Annually | |
| TB-13R | Production Data | State Offices | Annually | 5-TB |
| TB-14R | Harvested Acreage | State Offices | Annually | 5-TB |
| TB-15R | Across-State-Line Movement of Farm Tobacco | State Offices | Annually | 5-TB |
| TB-16P | Tobacco Production, Harvested Acreage of Tobacco, and Across-State-Line Movement of Tobacco | TB | Annually | |
| TB-17R | Tobacco Marketing Quota Producer Violations (MQ-106 (Tobacco)) | State Offices | Quarterly | 5-TB; |
| TB-18P | Quarterly Report on Tobacco Marketing Quota Violations & Penalties Collected | TB | Quarterly | |
| TB-19P | Review Committee Determinations on Producers' Appeals with Respect to Their Tobacco Acreage Allotments | TB | Annually | |

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

TOBACCO DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|--|---------------|-----------------------------|
| TB-30R | Authorization to Issue Memoranda of Sale | State Offices | Annually | 5-TB; |
| TB-37R | Report of Loans and Redemptions Naval Stores | American Turpentine Farmers Assoc. Cooperative | Irregular | Loan Program |
| TB-38R | Warehouse Inspection Report (Rosin) | American Turpentine Farmers Assoc. Cooperative | Every 4 Weeks | Loan Program |
| TB-39R | Warehouse Inspection Report (Turpentine) | American Turpentine Farmers Assoc. Cooperative | Every 4 Weeks | Loan Program |
| TB-55R | Tabulation of Buyers' Reports | State Offices | Annually | *--5-TB--* |
| TB-59R | 19__ Excess Acreage | State Offices | Annually | 1-TB(59); *--8-TB(59)--* |
| TB-60R | 19__ Acreage of Each Kind of Tobacco Devoted in 19__ to the Acreage Reserve Program | State Offices | Annually | 1-TB(59); *--8-TB(59)--* |
| TB-61R | 19__ Acreage of Each Kind of Tobacco Devoted in 19__ to the Conservation Reserve Program | State Offices | Annually | 1-TB(59); *--8-TB(59)--* |
| TB-62R | 19__ Net Allotted Acreage Preserved Pursuant to Section 377 of the Act | State Offices | Annually | 1-TB(59); *--8-TB(59)--* |
| TB-64R | Size Breakdown of Allotments 19__ | State Offices | Annually | 1-TB(59); *--8-TB(59)--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-X

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REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

TOBACCO DIVISION (Cont'd)

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------------|--|---|------------------------------|------------|
| *--TB-67R | Report on Verification of Flue Cured Tobacco Varieties Planted and Marketed in 19__ | Designated State Offices | Weekly (During Season) | 5-TB |
| TB-68R | Report of Limited Support Flue Cured Marketing Cards Issued | State Offices - North Carolina, South Carolina, Virginia | Weekly thru December | TB Memo--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 1-Y

9-DS

REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

TRANSPORTATION AND STORAGE SERVICES DIVISION

| Reports Control Number | Title | Prepared by | Frequency | Authority |
|------------------------|--|--|-----------|---------------------------------|
| TW-1P | Ocean Shipment or Release to Another Agency, Form ICA 11-9 (Ocean Freight Costs) | TS; Commodity Divisions | Irregular | 602-1 |
| TW-3P | Cargo Space Booked | TS | Weekly | ICA Request 10-10-50 |
| TW-10R | Report of Shipments Under P.L. 480 (Two Reports) | N.O. Commodity Office; BA & LD Divisions | Biweekly | T&SS Memo 3-9-55 |
| TW-11P | Report of Shipments Under P.L. 480 | TS | Quarterly | Maritime Admin. Request 1-28-55 |

RECURRING REPORTS REQUIRED BY WASHINGTON
OF ASC STATE AND/OR INSULAR OFFICES

| Reports Control Number | Title | Frequency | Authority |
|------------------------------|-------|-----------|-----------|
|------------------------------|-------|-----------|-----------|

Deputy Administrator, Production Adjustment

| | | | |
|-------------|--|-------------------------------|--------------|
| DAPA-1R | Report of Marketing Review Cases | Annually | 2-PA |
| DAPA-2R | Acreage Performance Progress Report | Semimonthly | 1-PP |
| DAPA-5R | ASC County Committees | Annually | 1-CA, Part 1 |
| DAPA-15R | State Summary of Marketing Quota Referendum Ballots, MQ-8, and Number of Eligible Voters | Completion of Referendum | 1-PA |
| DAPA-17R | Premeasurement Progress Report | Semimonthly | 3-PP |
| *--DAPA-18R | Report on General Review of County Offices | Annually-Part Semiannually | 1-SA--* |

Administrative Services Division

| | | | |
|-----------|---|----------------------|---------------------------|
| AS-13R | Estimates for Departmental envelopes for FY 19 ____ | Annually | Requested Yearly by AS |
| AS-23R | Report of Space Use, SF-123 | Annually | *--9-AS--* |
| AS-29R | Annual Report of Records Holdings, CSS-392 | Annually | 2-AS |
| AS-39R | Vehicle Operating Report, AD-187A | Monthly | *--9-AS--* |
| AS-44R | *--Penalty Acquisition and Production Report, CSS-78--* | Quarterly | 5-AS |
| AS-51R | Contract Printing Report, JCP Form 2 Rev. | *--Semi- annually | 9-AS--* |
| *--AS-52R | Report on Issuance of FCDA Identification Cards and Vehicle Markers | Semiannually | DAPA Memo 5-20-58--* |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|--|---|-----------|-----------------------|
| <u>Agricultural Conservation Program Service</u> | | | |
| ACP-12R | Annual Statistical Report of the Agricultural Conservation Program, ACP-221, -223, -224, -233, -238, -241 | Annually | ACPS Handbook, Part 8 |
| ACP-17R | Application for Payment Monthly Progress Report, ACP-216 | Monthly | *--1069(55)-2--* |
| *--ACP-18R | Reports of Emergency F-4 Practices - 19 ____ - ACP | Annually | Notice ACP-339--* |

Budget Division

| | | | |
|-----------|--|-----------------------------------|---------|
| BU-4R | *--Summary of Expenditures, ASC County Committees, CSS-498 | Quarterly--* | 3-BU |
| BU-6R | Budget Estimate and Operating Budget, CSS-544, 544B, 140, 492, 614, Personal Services Overhead | Annually | 3-BU |
| BU-7R | Reconciliation of CSS-498 with Section 388 Allotment Ledger | Annually | 3-BU |
| BU-35R | Report on Visits of Investigators | Irregular | 3-BU |
| BU-66R | *--Forms and Methods Used in Establishing County Office Allocations and Operating Budgets and Analyzing County Expenditures--* | Annually | 3-BU |
| BU-68R | ASC State, Insular, and County Office Workload | Quarterly | 3-BU |
| *--BU-93R | Report on Federal Personnel Paid from Sec. 388 & Other Funds | Monthly | 3-BU |
| BU-96R | Determination of Agricultural Conservation Program Expenditures | Annually | 3-BU |
| BU-97R | Forecast of ASC State Office Employment | Annually (Revisions as necessary) | 3-BU--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 2
9-DS

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|------------------------|-------|-----------|-----------|
|------------------------|-------|-----------|-----------|

Cotton Division

| | | | |
|-----------|---|-----------------------|-------------------------------------|
| CN-28R | Report of Cottonseed Purchase Program, Cottonseed Purchase Form 6 | Weekly | 10-CN |
| CN-76R | Report on Marketing Quota Violations - Cotton (MQ-106) | Quarterly | 5-CN; 6-CN |
| CN-89R | Forms Requirement Report _____ Year | Annually | 5-CN; 6-CN |
| CN-93R | State Summary of 19 ____ County Allotment History Acreage | Annually | 1-CN(59); 2-CN(58); 3-CN(59); |
| CN-96R | State Summary of 19 ____ Cotton Allotments | Annually | 1-CN(59); 2-CN(58); 3-CN(59); |
| *--CN-97R | 19 ____ County Cotton Acreage Summary Reports for AMS | Annually 2 Reports | CN Notice 130 |
| CN-98R | Tabulation Data By Size Groups of 1959 Cotton Allotments and Reports on Choice (A) and Choice (B) Farms | Varies | CN Notice 141--* |

*--Disaster Livestock Feed Staff

| | | | |
|-------|--|--------|---------|
| DF-1R | Report of Farmers' Purchase Orders and Dealers' Certificates Issued (Except Insular Offices) | Weekly | 1-DF--* |
|-------|--|--------|---------|

Fiscal Division

| | | | |
|--------|--|-----------------------------|-------------|
| FI-4R | Cumulative Report of Marketing Quota Penalties | Semi-Annually | *--80-FI--* |
| FI-51R | Quarterly Report of U.S. Savings Bond Deductions | Quarterly (Insular Offices) | *--83-FI--* |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|---------------------------------|---|---|---------------------|
| <u>Fiscal Division (Cont'd)</u> | | | |
| FI-55R | Report of Appropriated Fund Transactions, CSS-459 | Monthly | *--80-FI;85-FI--* |
| FI-56R | Report of Deposit Fund Account Transactions, CSS-460 | Monthly | 80-FI; 85-FI |
| FI-57R | Report of Trust Fund Receipt, General Fund Receipt and Lapsed Appropriation (M) Accounts, CSS-461 | Monthly | 80-FI; 85-FI |
| FI-64R | Fiscal Year Report of Travel Obligations | Annually (Insular Offices) | *--85-FI--* |
| FI-69R | Statement of Allotment Transactions, CSS-581 | Monthly | *--80-FI; 85-FI--* |
| *--FI-73R | Annual Summary of Retirement Fund Transactions, CSS-2807-2, Rev. | Annually (Insular Offices) | 83-FI--* |
| FI-112R | *--Annual Report of County Office Debts, by Age, CSS-139--* | Annually | *--Notice FI-444--* |
| FI-163R | Man Months, Employment and Obligations by Object Class and Program, CSS-633-3 | Monthly | *--72-FI--* |
| FI-171R | Statement of Disbursements and Collections Accomplished by Disbursement Officers, CSS-36 | Monthly | *--80-FI; 85-FI--* |
| FI-172R | Annual Insurance Participation | Annually (Insular Offices) | *--83-FI--* |
| FI-182R | Listing of Installations | Initial Submission Supp. Reports (Insular Offices) | *--83-FI--* |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|------------------------------|-------|-----------|-----------|
|------------------------------|-------|-----------|-----------|

Fiscal Division (Cont'd)

| | | | |
|------------|--|-----------------------------|----------------|
| FI-183R | Report of Federal Employment and Wages | Quarterly (Insular Offices) | *--83-FI--* |
| *--FI-209R | Annual Certified Report of Unliquidated Obligations, Form CSS-607 | Annually | 72-FI; 80-FI |
| FI-212R | Quarterly and Annual Reports of Cumulative Obligations and Months for Prior Fiscal Year Allotments, Forms CSS-633, CSS-633-3 | Quarterly and Annually | 72-FI |
| FI-213R | Report of Accomplished Soil Bank Program Collections | Monthly | 2-SB; 7-SB(58) |
| FI-228R | Report of Outstanding Certificates of Deposit and Related Debit Vouchers (RAO-115) | Monthly | Notice FI-439 |
| FI-230R | Report of Unpaid Claims Chargeable to Lapsed Appropriation Balances | Annually | 80-FI |
| FI-231R | Report of Emergency Feed Program Claims | Semiannually | Notice FI-441 |
| FI-232R | Fiscal Year Report of Communications Obligations | Annually (Insular Offs.) | 85-FI--* |

Fruit and Vegetable Division - AMS

| | | | |
|--------|--|-----------------------------------|-----------------|
| FV-77R | Report on Irish Potato Starch and Flour Division Program | Weekly (Designated State Offices) | 724(Potatoes)-3 |
| FV-78R | Weekly Purchase Report | Weekly | 724(FV)-1 |
| FV-79R | Final Purchase Report | End of Program | 724(FV)-1 |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | | | |
|--|--|-------------------------------------|-------------------------------------|
| <u>Fruit and Vegetable Division - AMS (Cont'd)</u> | | | |
| FV-80R | Weekly Operations Report-Irish Potato Livestock Feed Diversion Program | Weekly(Designated State Offices) | 724(Potatoes)-4 |
| <u>Grain Division</u> | | | |
| GR-16R | Monthly Cumulative State Commodity Loan and Purchase Summary, CL-4B | Monthly | 1-GR |
| GR-36R | Excess Nonexpendable Equipment and Granaries Owned by CCC | Annually | *--7-GR--* |
| GR-37R | Monthly Report Based on CCC Grain Form 29 | Monthly | 662-3 |
| GR-61R | Report of Rental of CCC Grain Bins | Quarterly | *--7-GR--* |
| GR-96R | Report on Marketing Quota Violations (MQ-106-Grain) | *--Semiannually | 3-Wheat(Rev. 1) 5-Rice(Rev. 1)-- |
| GR-98R | State Estimates of Take-Over | Varies | 1-GR; 14-GR |
| GR-118R | Sales of CCC-Owned Commodities | Weekly | *--11-GR--* |
| GR-119R | Bin Site Directory | Annually as changes made | *--7-GR--* |
| GR-120R | State Summary of Rice Acreage Data and Determination of Diversion Credit | Annually (Producer States) | 3-Rice(58); 4-Rice(58) |
| GR-121R | State Summary of New Producer Data and Total Acreage Allotted to new Producers | Annually (Producer States) | 3-Rice(58); 4-Rice(58) |
| GR-122R | State Summary of County Data and Total Acreage Allotted to Producers on Regular Listings | Annually (Producer States) | 3-Rice; 4-Rice |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|--------------------------------|--|--|--------------------|
| <u>Grain Division (Cont'd)</u> | | | |
| GR-124R | Tabulating, Computing and Reporting 19 ____ Compliance Diversion Credit and Soil Bank Reserve Acreage for Wheat | Annually | *--2-Wheat(59)--* |
| GR-130R | Report of Grain Structures Found to be in Need of Repair | Varies (Designated State Offs.) | GR Memo 1-18-57 |
| GR-131R | Progress Reports on Number of Bins Repaired, etc. | Semiannually (Designated State Offs.) | GR Memo 1-18-57 |
| GR-132R | 19 ____ Wheat Listing Sheet State Summary and Related Data | Annually | 2-Wheat(59) |
| GR-133R | Redemption of Soil Bank Certificates | Monthly | *--12-GR--* |
| GR-134R | Grade and Weight of Corn Lifted from Bin Sites - January thru July | Monthly | *--662-3--* |
| *--GR-137R | Frequency Distribution of 19 ____ Allotted and Planted Acres-Corn | Annually | 2-Corn(58) |
| GR-139R | Frequency Distribution for the 19 ____ Seeded and Allotment Acres on Complying and Noncomplying Farms in the Commercial Wheat Producing Area | Annually | 2-Wheat(59) |
| GR-140R | 19 ____ Corn Compliance and Diversion Report | Annually | 2-Corn(58) |
| GR-146R | Feed Wheat Application Data | Annually | 3-Wheat(Rev.1) |
| GR-148R | Wheat Farm Acreage Data - "New" Commercial Wheat States | Annually | 4-Wheat--* |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|------------------------------|-------|-----------|-----------|
|------------------------------|-------|-----------|-----------|

Livestock and Dairy Division

| | | | |
|-----------|---|--------------|---------|
| *--LD-50R | Recapitulation Report of Wool Promotion Fund Deductions | Twice Yearly | 1-LD--* |
|-----------|---|--------------|---------|

Oils and Peanut Division

| | | | |
|-----------|--|-------------|--------------|
| OP-42R | Peanut Marketing Quota Producer Violations, Peanuts (MQ-106) | Quarterly | 1-OP |
| OP-43R | Redelegation of Authority by ASC State Committee | *--Annually | 1-OP--* |
| OP-60R | Report of Recommended New Farm Allotments | Annually | 1-OP |
| *--OP-73R | Data on Acreage Production and Yield by Types of Peanuts by States | Annually | Notice OP-87 |
| OP-74R | State Allotment Summary | Annually | 1-OP |
| OP-75R | Estimate of Forms Requirements | Annually | 1-OP |
| OP-76R | State Summary of County Normal Yield | Annually | 1-OP--* |

Personnel Management Division

| | | | |
|-----------|---|-------------------------------|---------|
| PM-22R | Report on Operation of the Awards Program | *--Quarterly & Annually | 7-PM--* |
| *--PM-53R | Report of Membership - CSS Incentive Awards Committee | Annually and as changes occur | 7-PM--* |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|------------------------------|-------|-----------|-----------|
|------------------------------|-------|-----------|-----------|

*--Soil Bank Division

| | | | |
|--------|---|-----------|------------------|
| SB-13R | Annual Statistical Report on Conservation Reserve Program, Form CSS-846 | Annually | Notice SB-127 |
| SB-15R | Violation Report - Acreage Reserve, Form CSS-844(SB) | Quarterly | Notice SB-112 |
| SB-17R | Violations Report - Conservation Reserve, Form CSS-851 | Quarterly | Notice SB-136--* |

Sugar Division

| | | | |
|--------|--|-----------------------|--------------------------|
| SU-1R | Minimum Reporting Requirements for the Carribean Area Sugarcane Programs | Annually | *--5-SU--* |
| SU-32R | Sugar Beet Marketing Report, SU-107 | Annually | 2-SU |
| SU-34R | Recapitulation of Final Manufacturing Reports of Sugarcane Factories by Crop Years (Sugarcane Area) | Annually | 4-SU |
| SU-36R | Recapitulation of Form SU-128 Showing Prices Paid for Sugarcane Delivered to Sugar Mills, _____ Crop (Sugarcane Area) | Annually | 4-SU |
| SU-37R | Summary of the 19____ Grinding Season of the Puerto Rican and Virgin Islands Mills Showing Total Production of Sugarcane, Sugar, and Blackstrap Molasses | Annually | Div. letter Feb. 1938 |
| SU-49R | Child Labor and Wage Claims Reports-- Sugar Beet Area | Annually | 1-SU 2-SU |
| SU-52R | Weekly Sugar Production Report- Louisiana | Weekly (Oct.-Jan.) | Letter Sept. 1947 |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|--------------------------------|--|--------------|--------------|
| <u>Sugar Division (Cont'd)</u> | | | |
| SU-57R | Summary of Mainland Sugarcane Program Data (Sugarcane Area) | Annually | 4-SU |
| SU-58R | Summary of Sugar Beet Program Data | Annually | 2-SU |
| SU-59R | Annual Summary Report of Hawaiian Sugarcane Program Data | Annually | 6-SU |
| SU-64R | Preparation of Progress Report on Applications for Payment - Sugar Beet Area | Biweekly | 2-SU |
| SU-65R | Child Labor and Wage Claims Reports - Louisiana Cane | Annually | 3-SU |
| SU-66R | Child Labor and Wage Claims Reports - Florida Cane | Semiannually | 3-SU |
| SU-67R | Labor Compliance Data | Annually | 2-SU 6-SU |
| SU-68R | Prevailing Wage Rates Reports - Louisiana Cane | Annually | 3-SU |
| SU-69R | Prevailing Wage Rates Reports - Florida Cane | Semiannually | 3-SU |
| SU-87R | Progress Report on Applications for Payment--Caribbean Area Office | Biweekly | 5-SU |
| SU-88R | Child Labor and Wage Claims Report, Caribbean Area | Annually | 5-SU |
| SU-89R | Child Labor Report - Hawaiian Sugar-cane | Annually | 6-SU |
| SU-90R | Wage Claims Report - Hawaiian Sugar-cane | Annually | 6-SU |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|--------------------------------|---|-----------|--------------------|
| <u>Sugar Division (Cont'd)</u> | | | |
| SU-91R | Progress Reports on Applications for Payment - Mainland Sugarcane (Sugarcane Area) | Biweekly | 4-SU |
| SU-92R | Report on Fair Price Determinations - Caribbean Area Office | Annually | 5-SU |
| SU-93R | Progress Report on Applications for Payment - Hawaiian Sugar Cane | Monthly | 6-SU |
| SU-94R | Production of Sugar by Types as Reported on Forms SU-123 - By Factories - Louisiana | Annually | SU Memo 2-26-57 |
| SU-95R | Recovery of 96 ⁰ Raw Sugar and other Data Taken from Forms SU-123 - By Factories - Louisiana | Annually | SU Memo 2-26-57 |
| SU-96R | Recapitulation of Final Trash Reports Company-owned Sugarcane - Purchased Sugarcane and Total Sugarcane - By Factories - (Sugarcane Area) | Annually | 4-SU |
| SU-97R | Production of Molasses and Syrup by Factories - Louisiana | Annually | SU Memo 2-26-57 |
| SU-98R | Production of Sugar by Types - Florida Mills | Annually | SU Memo 2-26-57 |
| SU-99R | Production of Blackstrap Molasses - Florida Mills | Annually | SU Memo 2-26-57 |
| SU-100R | Selling and Delivery Expenses on Sugar *--and Molasses (Virgin Islands and Puerto Rico)--* - Caribbean Area Office | Annually | *--5-SU--* |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|--------------------------------|--|-----------|-------------------------|
| <u>Sugar Division (Cont d)</u> | | | |
| SU-101R | Selling and Delivery Expenses Covered by Flat Allowance of 8.7 Cents - Caribbean Area Office | Annually | SU Memo 2-26-57 |
| SU-102R | Schedule Showing Method of Settlement to be Used by Puerto Rican Allottees | Annually | SU Memo 2-26-57 |
| *--SU-103R | Statement of Sugar Yield During Grinding Season - Puerto Rico | Annually | 5-SU |
| SU-104R | Gross Proceeds and Handling and Delivery Expenses on Raw Sugar-Hawaiian Area Office | Annually | SU Memo 4-15-57 |
| SU-106R | State Estimates of Take-over (Two Reports) - Honey | Varies | 7-SU |
| SU-109R | List of Approved Abandonment and Deficiency Areas | Annually | 2-SU 4-SU |
| SU-110R | Approved Prevented Acreage Summary | Annually | 2-SU |
| SU-111R | Annual Fair Price Compliance Report | Annually | 2-SU 4-SU 6-SU--* |

Tobacco Division

| | | | |
|--------|---|----------|-----------------------------|
| TB-10R | Preliminary Allotment Data(Old and New Farms) | Annually | 1-TB(59); *--8-TB(59)--* |
| TB-11R | Final Allotment Data(Old and New Farms) | Annually | 1-TB(59); *--8-TB(59)--* |
| TB-13R | Production Data | Annually | *--5-TB--* |
| TB-14R | Harvested Acreage | Annually | 5-TB |

RECURRING REPORTS - STATE AND INSULAR OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|----------------------------------|---|----------------------------|--------------------|
| <u>Tobacco Division (Cont'd)</u> | | | |
| TB-15R | Across-State-Line Movement of Farm Tobacco | Annually | 5-TB |
| TB-17R | Tobacco Marketing Quota Producer Violations, (MQ-106) Tobacco | Quarterly | 5-TB |
| TB-30R | Authorization to Issue Memoranda of Sale | Annually | 5-TB |
| TB-55R | Tabulation of Buyers' Reports | Annually | *--5-TB--* |
| TB-59R | 19 ____ Excess Acreage | Annually | 1-TB(59); 8-TB(59) |
| TB-60R | 19 ____ Acreage of Each Kind of Tobacco Devoted in 19 ____ to the Acreage Reserve Program | Annually | 1-TB (59) |
| TB-61R | 19 ____ Acreage of Each Kind of Tobacco Devoted in 19 ____ to the Conservation Reserve Program | Annually | 1-TB(59);8-TB(59) |
| TB-62R | 19 ____ Net Allotted Acreage Reserved Pursuant to Section 377 of the Act | Annually | 1-TB(59); 8-TB(59) |
| TB-64R | Size Breakdown of Allotments 19 ____ | Annually | 1-TB(59); 8-TB(59) |
| *--TB-67R | Report on Verification of Flue Cured Tobacco Varieties Planted and Marketed in 19 ____ | Weekly (During Season) | 5-TB |
| TB-68R | Report of Limited Support Flue Cured Marketing Cards Issued - (North Carolina, South Carolina and Virginia ASC State Offices) | Weekly thru December | TB Memo--* |

REPORTS CONTROL HANDBOOK

EXHIBIT 3

9-DS

RECURRING REPORTS REQUIRED BY WASHINGTON
OF CSS COMMODITY OFFICES

| Reports Control Number | Title | Frequency | Authority |
|------------------------------|-------|-----------|-----------|
|------------------------------|-------|-----------|-----------|

Office of the Administrator

| | | | |
|--------|---|--------|-------------------------------------|
| ADM-3R | Weekly Wire Report on Commodity Inventories Estimates | Weekly | 739-1; 732 (Tung Oil 1954)-1; |
|--------|---|--------|-------------------------------------|

Office of Deputy Administrator, Operations

| | | | |
|--------|--|-----------|--|
| DAO-1R | Quarterly Inventory and Location Report on Specified CCC-Owned Commodities | Quarterly | DAO Memo 5-12-55; DAO Wire 9-22-55 |
|--------|--|-----------|--|

*--Office of Deputy Administrator, Price Support

| | | | |
|---------------------------------|--------------------|-----------|---------|
| DAPS-12R (Formerly TW-2R) | Report of Liftings | Irregular | 4-PS--* |
|---------------------------------|--------------------|-----------|---------|

Administrative Services Division

| | | | |
|--------|---|-----------------|---------------------------|
| AS-13R | Estimates for Departmental Envelopes for FY 19__ | Annually | Requested each year by AS |
| AS-16R | Quarterly Report on Disposals of Surplus Personal Property, AD-227 (Except Cincinnati Comm. Office) | Quarterly | *--9-AS--* |
| AS-23R | Report of Space Used, SF-123 | Annually | *--9-AS--* |
| AS-25R | Report on Procurement by Executive Agencies, SF-37 | Semiannually | *--9-AS--* |
| AS-29R | Annual Report of Records Holdings CSS-392 | Annually | 2-AS |
| AS-44R | Penalty Indicia Acquisition and Production Report, CSS-78 | Quarterly | 5-AS |
| AS-51R | Contract Printing Report, JCP Form 2-Rev. | *--Semiannually | 9-AS--* |

RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|------------------------|-------|-----------|-----------|
|------------------------|-------|-----------|-----------|

Administrative Services Division (Cont'd)

| | | | |
|-----------|---|--------------|-------------------|
| AS-52R | Report on Issuance of FCDA Identification Cards and Vehicle Markers | Semiannually | DAO Memo 6-3-55 |
| AS-56R | Annual Newspaper Procurement Report | Annually | *--9-AS--* |
| *--AS-69R | Leased Wire Traffic Report | Weekly | DAO Memo 12-16-58 |

Barter and Stockpiling Division

| | | | |
|-------|---|---------------------------------|---------|
| DA-1R | Reports of Sales Made Against Barter Contracts | Daily as Sales Occur | 1-BA |
| BA-2R | Reports of Completion of Deliveries Against Barter Contracts | Completion of Delivery | 1-BA |
| BA-3R | Reports of Exports to Approved Countries Under Barter Contracts | Receipt of Proof of Exportation | 1-BA--* |

Budget Division

| | | | |
|--------|---|---------------------|-------|
| BU-1R | Operating Budget Report CSS-193, CSS-194, CSS-194-1, CSS-194-1A, Personal Services Overhead | Annually and varies | 2-BU |
| BU-18R | Work Status Report, CSS-612 | Monthly | 2-BU |
| BU-35R | Report on visits of Investigators | Irregular | 2-BU |
| BU-52R | Report of Activity by Fund, CSS-633-1 | Quarterly | 71-FI |
| BU-88R | Estimates of Commodity Volume, Workload, Personal Services and Obligations, and Employment and Obligations Plans, - Schedules A, B, C, D, E and F | Annually | 2-BU |

RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|------------------------|--|-----------|---------------------|
| <u>Cotton Division</u> | | | |
| CN-14R | Annual Carry-over Report (New Orleans office only) | Annually | Annual Memo |
| CN-17R | Weekly Report of Cotton Loans and Repayments (Commitment Report) (New Orleans office only) | Weekly | Memo 8-21-53 |
| CN-49R | List of Approved Lending Agencies (New Orleans office only) | Varies | 7-CN |
| CN-50R | List of Approved Cotton Warehouses (Copy) (New Orleans office only) | Varies | *--12-CN--* |
| CN-81R | Report of Cotton Registered for Export Under P.L. 480 (New Orleans office only) | Weekly | Cotton Memo 6-29-55 |

*--Disaster Livestock Feed Staff

| | | | |
|-------|---|--------|---------|
| DF-3R | Deliveries of Commodities Under Current Emergency Feed Program (Formerly DF-1R) | Weekly | 1-DF--* |
|-------|---|--------|---------|

Fiscal Division

| | | | |
|-------|--|-------------------------|-------------|
| FI-1R | Analysis by Agencies of Accounts 1701, 1741, 3001, 3440 | Quarterly | 17-FI |
| FI-3R | Summary of Allotment Ledger Transactions, SF-1015a(Program) | Monthly | *--87-FI--* |
| FI-5R | Analysis of Accounts 6701-1 and 6701-3 | Monthly | 17-FI |
| FI-7R | Trial Balances, CSS-9 and Transcript of Accounts 311 and/or 312 (Administrative and Program) | *--Monthly and Annually | 87-FI--* |

RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|---------------------------------|---|-----------|-------------------|
| <u>Fiscal Division</u> (Cont'd) | | | |
| FI-8R | CCC Granary Storage Program Results | Monthly | 17-FI |
| FI-9R | Change in CCC Inventory, CCC Form 3 | Monthly | 17-FI |
| FI-10R | Report of CCC Loans, Commodity Credit Corp. Form 244 and/or 402 | Monthly | 17-FI; 554-27 |
| FI-13R | Post Closing Trial Balance and Statement of Income and Expense CCC 202-1, -2, -3 | Monthly | 17-FI |
| FI-18R | Analysis of Account 2101 | Monthly | 17-FI |
| FI-19R | Analysis of Selected Miscellaneous Accounts | Monthly | 17-FI |
| FI-42R | Program Cost Report, CSS-629 | Monthly | *--87-FI--* |
| FI-47R | Report of Man-months and Obligations, CSS-633 | Monthly | 71-FI |
| FI-63R | Special, Trust and General Fund Receipts | Annually | 6/30 closing memo |
| FI-81R | Accounting Machine Utilization Report, Form CSS-673 | Monthly | 413-8 |
| FI-83R | Status Report on Claims by and Against CCC of \$25,000 or more | Annually | 706-2 |
| FI-84R | Report of Claims Activities by and Against CCC, Commodity Credit Corporation Form 208 | Quarterly | 706-2 |
| FI-85R | Analysis of Claims by and Against CCC, Commodity Credit Corporation Form 231 | Annually | 706-2 |

RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|------------------------------|-------|-----------|-----------|
|------------------------------|-------|-----------|-----------|

Fiscal Division (Cont'd)

| | | | |
|-------------|---|--|--|
| FI-94R | Monthly Estimate of Cash Receipts and Disbursements | Monthly | *--17-FI--* |
| FI-103R | Weekly Estimate of Cash Receipts and Disbursements | Weekly | *--17-FI--* |
| *-- FI-117R | Leased Wire Advices (Certificates of Interest Redemption)(Kansas City office only) | Daily | DAO Wire 1-12-59--* |
| FI-132R | Accounts and Notes Receivable | Annually | 6/30 closing memo |
| FI-133R | Accrued and Purchased Interest | Annually | 6/30 closing memo |
| FI-144R | Report of National School Lunch Obligations, CSS-502(Current FY) | Monthly | *--87-FI--* |
| FI-145R | Analysis of Account 7702 | Monthly | 17-FI |
| FI-151R | Special Report on Commercial Facilities Suspected of Irregularities in Storage of CCC-Owned Commodities, CCC Form 508 | Narrative Quarterly; CCC Form 508 Varies | AACO Memo 7-14-53 DAO Memo 4-2-57 |
| FI-153R | Report of Claims by CCC in State offices, CCC-317 | Semiannually | 706-2 |
| FI-154R | Analysis of Claims by CCC in State offices, CCC-318 | Annually | 706-2 |
| FI-158R | Report of National School Lunch Obligations CSS-502 (Trans. and Handling Expenses, Prior FY's) | Quarterly | *--87-FI--* |
| FI-167R | Purchase or Sales Abstract and Availability Record, CSS-76 | Irregular | 715-2 |
| FI-168R | Checklist of Abstracts and Related Documents Issued | Weekly | 715-2 |

RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|---------------------------------|---|-----------|----------------------|
| <u>Fiscal Division (Cont'd)</u> | | | |
| FI-169R | Analysis of Cost of Financing - Title I, P.L. 480, CCC Form 332 | Monthly | 17-FI |
| *--FI-171 | Statements of Disbursements and Collections Accomplished by Disbursement Officers, CSS-36 | Monthly | 87-FI--* |
| FI-174R | Report of Cash Transactions (New Orleans office only) | Monthly | FI Memo 2-14-55 |
| FI-185R | Statement of Purchase Agreement Liabilities | Annually | 6/30 closing memo |
| FI-186R | Summary of Undistributed Expend- itures, Account 2741 | Annually | 6/30 closing memo |
| FI-187R | Listing of International Wheat Agreement Sales | Annually | 6/30 closing memo |
| FI-193R | Gains and Losses of Inventory at Bin Sites | Annually | 6/30 closing memo |
| FI-194R | Area Lag Report | Annually | 6/30 closing memo |
| FI-197R | Progress Report - Mechanization | Quarterly | 124-1 |
| FI-202R | Wire Report of Soil Bank Pay- ments | Monthly | DAO Memo 8-29-57 |
| FI-209R | Annual Certified Report of Unliquidated Obligations, Form CSS-607 | Annually | 71-FI; 87-FI |

RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|------------------------------|-------|-----------|-----------|
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Fiscal Division (Cont'd)

| | | | |
|------------|--|------------------------|----------------------------|
| *--FI-212R | Quarterly and Annual Reports of Cumulative Obligations and Man-Months for Prior Fiscal Year Allotments, Forms CSS-633, CSS-633-3 | Quarterly and Annually | 71-FI |
| FI-214R | Automatic Data Processing System Utilization and Efficiency Report (Evanston, Kansas City & New Orleans offices) | Monthly | DAO Memos 2-5-58 & 2-13-58 |
| FI-215R | Frequency Distribution Report - Loans (Kansas City & Evanston offices) | Annually | 17-FI |
| FI-221R | Age Analysis of Accounts Receivable | Quarterly | 87-FI |
| FI-222R | Report of CCC Loans, Commodity Credit Corporation Form 402 (Kansas City & Evanston offices) | Monthly | 17-FI |
| FI-223R | Certificate of Interest Transactions (Kansas City & Evanston offices) | Monthly & Semiannually | 17-FI |
| FI-228R | Report of Outstanding Certificates of Deposit and Related Debit Vouchers (RAO-115) (Cincinnati and Portland offices) | Monthly | Notice FI-439 |
| FI-233R | Report of Sales Under Credit Approvals | As Sales Made | DAO Memo 11-28-58 |
| FI-234R | Payments in Excess of \$50,000 | Monthly | DAO Memo 12-24-58--* |

RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|---|---|------------------------------|---------------------------|
| <u>Fruit and Vegetable Division - AMS</u> | | | |
| FV-76R | Report of Shipping Instructions Issued on Canned Fruits and Vegetables, Sec. 6, School Lunch Program (Cincinnati and Portland offices only) | Weekly | Memo from Richards 8-1-54 |
| <u>Office of General Sales Manager</u> | | | |
| GSM-1R | Monthly Report of CCC Export Sales in Excess of \$100,000, CCC-Form 367 | Monthly | *--1-SM--* |
| <u>Grain Division</u> | | | |
| GR-15R | Quarterly Report of CCC-owned Grain | Quarterly | 639(Grain)-1 |
| GR-39R | Quarterly Report of Storage Structures and Equipment | Quarterly | 669-1; 17-FI |
| GR-41R | List of Approved Grain Warehouses (copy) | Annually with monthly supps. | *--17-GR--* |
| GR-42R | Leased Facilities | Quarterly | 669-1 |
| GR-43R | CCC-Owned Commodities in CCC-Owned or Operated Structures | Monthly | 669-1 |
| GR-84R | Flour Cost Data (Minneapolis, Evanston, Portland, & Kansas City offices) | Weekly | GR Memo 1-4-57 |
| GR-91R | Non-IWA Wheat Sales Under Announcements GR-261 and GR-262 (Evanston, Dallas, Minn., Portland & Kansas City offices) | Weekly | 733(Wheat)-1 |

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RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|--------------------------------|---|--------------------------|-------------------|
| <u>Grain Division (Cont'd)</u> | | | |
| GR-110R | IWA Wheat Sales Under Announcements GR-261 and GR-262(Evanston, Dallas, Minn., Portland & Kansas City offices) | As Sales occur | 733(Wheat)-1 |
| GR-125R | Reserve Fleet Daily Report of General Conditions (Evanston and Portland offices) | *--Daily | 13-GR--* |
| GR-126R | Reserve Fleet Vessel Cyclical Report (Evanston and Portland offices) | *--Monthly | 13-GR--* |
| *--GR-135R | Corn, Wheat and Other Feed Grains Sales (Portland, Dallas, K.C., Evanston and Minneapolis offices) | Weekly | DAO Wires 10-2-58 |
| GR-141R | Report of Market Prices and Other Market Information (Portland, Dallas, K.C., Evanston and Minneapolis offices) | Daily | 704(Wheat)-1 |
| GR-142R | Cumulative Report of Commodity Loan Activity (Kansas City and Evanston Commodity offices) | Monthly | 19-GR |
| GR-143R | Cumulative Report of Purchase Agreement Activity (Kansas City and Evanston Commodity offices) | Monthly | 19-GR |
| GR-144R | Summary of Warehouse Stocks (Kansas City and Evanston Commodity offices) | Annually - on Request | 19-GR |
| GR-145R | List of Deficient Houses - Occupancy Contracts | Monthly | 663(Grain)-3--* |

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RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|------------------------------|-------|-----------|-----------|
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Grain Division (Cont'd)

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|------------|--|-----------|----------|
| *--GR-147R | Number and Capacity of Facilities Approved Under CCC Uniform Storage Agreements (Portland, Dallas, K.C., Evanston and Minn. Offices) | Quarterly | 17-GR--* |
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Livestock and Dairy Division

| | | | |
|-----------|---|---|-----------------------|
| LD-28R | Daily Teletype Report of Dairy Products Purchased by CSS Commodity offices | Daily | Program authorization |
| *--LD-44R | Merchandizing List of Dairy Products (Cincinnati and Portland only) | Monthly (Cinn.) Quarterly (Portland) | Memo 7-23-58--* |
| *--LD-52R | Commercial Sales of Dairy Products at Announced Prices (Cincinnati and Portland Comm. Offices) | Daily | 732(Dairy)-1 |
| LD-53R | Summary of Inventory Holdings (Cincinnati Comm. Office only) | Semimonthly | Memo 7-23-58 |
| LD-54R | Claims Settlements of Dairy Products Resulting in Inventory Reduction (Cincinnati and Portland Commodity Offices) | Varies | DAO Wire 11-14-58--* |

Oils and Peanut Division

| | | | |
|-----------|---|---------------------|------------------------|
| OP-68R | Report of Commodities Stored in Warehouses as of End of Month | Monthly | 650-3 |
| *--OP-77R | Cottonseed-Cottonseed Oil Program Activity Report (New Orleans office only) | Weekly & Monthly | DAO Memo 12-3-58--* |

RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|--------------------------------------|---|------------------------|------------------------|
| <u>Personnel Management Division</u> | | | |
| PM-1R | Annual Report on Total Number of Paid Civilian Employees at each Basic Rate of Compensation | Annually | 309-1 |
| PM-6R | Annual Report on Geographic Distribution of Federal Employees | Annually | 309-1 |
| PM-10R | Length of Service Awards Report | Annually | 309-1 |
| PM-15R | Monthly Report of Persons Who Have Retired During the Month | Monthly | 309-1 |
| PM-22R | Report on Operation of the Awards Program | Quarterly and Annually | 7-PM |
| *-- PM-33R | List of Positions Abolished | Quarterly | DAO Memo 8-28-58--* |
| PM-34R | Monthly Report of Federal Civilian Employment, SF-113 | Monthly | 309-1 |
| PM-41R | Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations | Annually | 309-1 |
| PM-43R | Report of Positions and Incumbents for Official Register (Form CS-115A) | Annually | 309-1 |
| PM-45R | Report on Survey of Accuracy of Job Descriptions | Annually | 309-1 |
| PM-47R | Report on Sensitive Positions | Semimonthly | 309-1 |

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RECURRING REPORTS-COMMODITY OFFICES (Cont'd)

| Reports Control Number | Title | Frequency | Authority |
|------------------------------|-------|-----------|-----------|
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Personnel Management Division (Cont'd)

| | | | |
|-----------|--|--------------------------------|------------------------|
| PM-50R | Health Service Report | Monthly | 8-PM |
| *--PM-53R | Report of Membership - CSS Incentive Awards Committee | Annually & as Changes Occur | 7-PM |
| PM-58R | Report on Management Improvement Activities | Varies | DAO Memo 6-27-58--* |

Transportation and Storage Services Division

| | | | |
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| TW-10R | Report of Shipments Under P.L. 480 (Two Reports) (New Orleans office only) | Biweekly | TS Memo 3-9-55 |
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